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ABSTRACT

This document presents career planning information based on the Washington Occupational Information System in a tabloid-size newspaper format. Part 1 includes articles on the Washington Occupational Information System; career clusters; occupational information tables; educational opportunities (including choosing a vocational school, private vocational schools, and public schools); training opportunities; licensing; how to afford education and training programs; addresses of institutions; the Job Training Partnership Act; military career opportunities; nontraditional employment; and special services available for handicapped students. Part 2 leads readers through five steps to getting a job (know yourself, know the employer, develop a resume, complete the application form, and attend the job interview). Included are seven exercises that can help readers use what they know about themselves in order to choose a career option; a form to be completed so that readers can become informed about a particular potential employer; sources for finding job openings; advice about completing a job application; how to write cover letters, use the telephone in a job search, and find job-related information in the library; employee and employer rights and expectations; and handling rejection shock. (CML)

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A VOCATIONAL CAREER GUIDE
1989 EDITION

PART ONE

Plan for Tomorrow TODAY

WASHINGTON STATE BOARD
FOR VOCATIONAL EDUCATION

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State
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CE 053 621

Plan for Tomorrow TODAY

A VOCATIONAL CAREER GUIDE

1889

STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

OLYMPIA
98504-0413

BOOTH GARDNER
GOVERNOR

February 1989

Dear Friends,

Deciding what you want to do with your life is a difficult and challenging task. Whether you are looking forward to your first job, going back to work after some absence, or just interested in finding a different kind of work, You need a plan and a sense of direction for your future. To be able to make informed decisions, you need to be aware of all the options that are available to you. Making those decisions requires accurate information. You now have this information in your hands, in ***PLAN FOR TOMORROW TODAY.***

PLAN FOR TOMORROW TODAY is published by the Washington State Board for Vocational Education in cooperation with the Washington State Occupational Information Coordinating Committee (SOICC) to assist you in your efforts to explore career options. This publication contains a brief description of over 220 occupations, the type and amount of education needed for each, the rate of pay, employment outlook and training availability, as well as an overview of the services available from agencies that are part of the Washington employment and training network.

Now and in the future Washington's chief competitive advantage will be the skill and resourcefulness of its people. Planning for your future is part of that essential skill and resourcefulness. I am confident that you will find ***PLAN FOR TOMORROW TODAY*** both valuable and useful. I encourage you to study it carefully and to use the information that you will acquire.

Best Wishes for a happy and productive future.

Sincerely,

Booth Gardner

Booth Gardner
Governor

PLAN FOR TOMORROW TODAY was prepared by the Washington State Board for Vocational Education and the State Occupational Information Coordinating Committee (SOICC) in an effort to provide and encourage the use of occupational information in planning a career.

Occupational and educational information in this guide is based on the Washington Occupational Information System (WOIS). WOIS offers in-depth career explorations. ***PLAN FOR TOMORROW TODAY*** IS A BEGINNING STEP.

Making Decisions

Deciding what you want to do with your life is not easy. Whether you are looking forward to your first job, going back to work after some absence, or just interested in finding a different kind of work, you need a plan and a sense of direction for your future.

While there are many sources to help select a career, you must take the responsibility for making your own career decisions before someone or some circumstance forces them on you.

Career Planning

A fool-proof way to select the right career hasn't been found. There are no easy answers or guaranteed plans to find your "dream" job. But if you set a general goal and consider a variety of options, you will have a better chance of finding job satisfaction.

Many people get discouraged — not because they have set unrealistic goals for themselves — but because they haven't explored all the possibilities to help them reach these goals.

"If I Had Only Known.."

Although people give many reasons for problems in reaching career goals, most of them say they wish they had had more information. "If I had only known . . ." is heard too often.

No one can be expected to know everything about an occupation, but it is important to look at all options before you decide on any course of action.

Where Do I Start?

Knowing where to go for help and information is the first step in planning your career. **PLAN FOR TOMORROW TODAY** can help — it provides you with background information in summary form on more than 220 occupations. Jobs are grouped into 13 clusters with a general description of the type of work, employers, and possible job openings in a particular area. **PLAN FOR TOMORROW TODAY** also includes related information about career preparation in various school and training programs and support services offered by other agencies.

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NOTICE TO STUDENTS

Every effort has been made to ensure accuracy of information in this publication. The information is, however, subject to change without notice and final career decisions are the responsibility of the reader.

WOIS ... AN INFORMATION SERVICE FOR THE UNDECIDED

If you are undecided regarding your career choice because you need more information, publications titled *Occupational Information, Educational Programs* and *Schools in Washington*, published by WOIS/The Career Information System may help you. WOIS can answer your questions about qualifications, salaries, job security, labor markets, training opportunities or transferring skills from one field to another, or from military to civilian life.

WOIS, a private non-profit organization, collects information on occupations, educational programs, and postsecondary schools in Washington State. The WOIS system allows readers to quickly locate a single fact or to explore an option at length.

The WOIS information is updated and printed annually. The information files are leased by various high schools, colleges, universities, social service agencies and libraries, many of whom make it available to residents of their community. In greater detail, let's look at the contents of the WOIS system.

First, facts on occupations:

Understanding the differences between closely related fields (such as word processing machine Operator and data entry operator) can be confusing. WOIS describes a variety of fields and allows the reader to determine which field is the best match. Information is collected on the 317 largest occupations in the state and is verified by those who are actually working in a given field.

Besides describing wages, job outlook, and working conditions, WOIS analysis include details often not found elsewhere. Such details might include whether overtime is required or voluntary, whether workers have to pay for their tools or uniforms, or where jobs are most likely to be advertised.

Second, facts on programs of study and training:

Finding out how much and what type of training is preferred by employers may be valuable when selecting an educational program. WOIS describes on-the-job training, military, and apprenticeship training as well as postsecondary programs. Each description of a program tells readers about options or specialities, and the types of jobs related to that program. At the end of each description is a list of every accredited school in Washington State which offers training in a given field.

Third, facts on schools:

If you are trying to quickly locate facts on costs, deadlines, contact people, or special services, you could save time by checking WOIS first. WOIS describes all accredited postsecondary schools in Washington State. WOIS collects the facts that most people say they want to know prior to choosing a school.

WOIS also collects information which is often not easily available, such as if the school is on a busline, or if day care is available. Using WOIS can save time not only because the data is collected in one single book, but it also allows the reader to compare more than one school at a time.

And, fourth, facts on step-by-step guides to career choices:

Many locations which make WOIS available to the public also have *CLUES,* a brief questionnaire which can help the undecided identify possible career directions. Since *CLUES* is not a test, it can be taken more than once. This allows the user to change answers and to test the affect of any one answer on the job selections.

In addition to *CLUES,* several workbooks have been written to guide you in your job search:

ASSESS, is a step-by-step guide to help identify your skills, interests, personal behaviors and values. These aspects are important in making a career choice.

EXPLORE, is designed to be used with the WOIS occupational information. The booklet explains where and how to get information on training and helps you develop a plan of action.

SEARCH, guides you in preparing for the job search. It explains where and how to look for jobs, and the techniques to use for a successful interview.

RESUME, takes you step-by-step, from gathering the information and defining your objectives, to writing the resume. The final product is a complete resume with a cover letter.

For a list of places where the general public can use the WOIS system, send a self-addressed stamped envelope to:

WOIS/The Career Information System, 1415 Harrison Avenue West, Suite 201, Olympia, WA 98502
(206) 754-8222

WOIS/The Career

TABLE OF CONTENTS

Washington Occupational Information System......... 3
Career Clusters.. 4
How to Use the Occupational Information Tables......6
Occupational Information Tables............................7

Educación Vocacional: Una Alternativa
Học Nghề: Một Cơ Hội Mới
[illegible]
職業教育：一種可選擇的課程
직업교육
..................27

Educational Opportunities.................................... 28
Choosing a Vocational School............................28
Private Vocational Schools................................ 28
Public Schools...29
Training Opportunities.. 30
Licensing — Another Consideration.......................30
How to Afford Education and Training Programs.....31
Sources of Financial Aid....................................... 31

Listing of Institutions:

Vocational-Technical Institutes.......................... 32
Community Colleges.. 32
Public Colleges and Universities..........................32
Private Colleges and Universities....................... 32
Private Vocational Schools................................. 33
Cosmetology, Barber, Manicurist Schools........... 35
Job Training Partnership Act (JTPA).......................36
Military Career Opportunities.............................. 36
Non-Traditional Employment.................................37
Special Services... 38
Coordinators for Students with Handicapping Conditions or Disabilities.................................38
Community-Based Organizations (CBOs).............39
Job Service Centers.......................................39
Career Planning Supplement (follows page 40)
Additional Private Vocational Schools....................40

"Where the jobs will be in Washington"

The occupations of greatest and least demand projected from 1987 through 1992.*

WHAT'S HOT

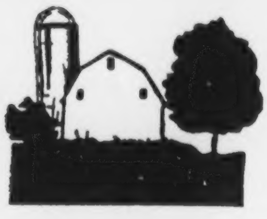
Retail Salespersons
Janitors & Cleaners
Registered Nurses
Bookkeeping, Accounting & Audit Clerks
General Managers & Top Executives
General Office Clerks
Waiters & Waitresses
Nursing Aides, Orderlies & Attendants
Secretaries
Accountants & Auditors

WHAT'S NOT

Gas Pumping Station Operators
Gem & Diamond Workers
Petroleum Engineers
Precision Woodworkers
Sheet Metal Duct Installers
Social Scientists
Telegraph & Teletype Operators
Textile Bleaching & Dyeing Operators
Meat, Poultry & Fish Cutters & Trimmers
Lathe Machine Tool Setup/Operators

***Labor Market and Economic Analysis Branch, Washington State Employment Security Department.**

CAREER CLUSTERS



AGRICULTURAL AND RELATED OCCUPATIONS

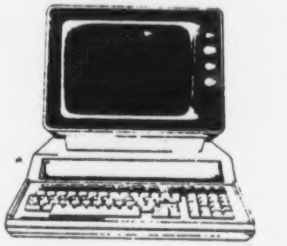
Workers in these occupations are primarily concerned with agricultural production or farming and the development and protection of the land, forests, and their resources. Farmers and farm workers make up the majority of all workers in this occupational cluster. Related occupations such as fertilizer, seed and feed sales and service, offer a great variety of jobs. Forestry workers harvest trees that provide lumber for housing, yard work and paper products. Agricultural and related occupations makeup 1 percent of the state's total employment.

Besides farms, workers are employed by governmental agencies, farm cooperatives, and private industry. Employment in the agricultural industry is expected to continue to decline through the mid-1990's as the trend toward improved technology continues.

ART, DESIGN AND COMMUNICATIONS

People who work in these fields should be creative and be able to express thoughts and emotions, to communicate ideas to others. Occupations that require these talents are: the performing arts — actors, dancers, musicians, and singers; the design occupations — architects, commercial artists, designers, and photographers; and communications-related occupations — newspaper reporters, technical writers, radio and TV announcers. The largest occupational fields are musicians, designers, painters and sculptors, and news reporters. Art, design, and communications-related occupations make up 1 percent of the state's total employment.

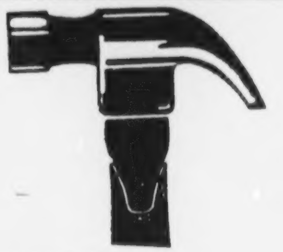
Those employed in the performing arts may work in the theater, TV, radio, or as teachers. Architectural and designing firms, builders, printing and publishing firms employ people in the design occupations. Those in communications-related occupations work for newspapers, TV, radio, government and private industry.



BUSINESS AND OFFICE

Workers in business and office occupations perform the many different jobs necessary to keep organizations running on a daily basis. These jobs range from bookkeeping, typing and operating business machines to solving problems and devising ways to provide better service. Administrative assistants, bookkeepers, accountants, receptionists, and typists are a few examples of the many different occupations in this group. The largest occupations are secretaries and typists. Business and office occupations account for 18 percent of the state's total employment.

Business and office workers are employed by banks, insurance companies, department stores, government offices, and businesses and organizations of all types and sizes. Employment in this field is expected to increase slower than the average for all occupations through the mid-1990's, although job opportunities are especially favorable for secretaries; bookkeeping, accounting, and audit clerks; receptionists; and computer operators. Demand for these workers will be particularly strong in banks, insurance companies, manufacturing firms, and professional service organizations. Because of the great influx of computer technology into the office place, knowing how to use a computer is a definite plus in getting a job in the business and office field. Secretaries and typists rely heavily on word processors. Getting along with people is another quality that will help anyone aspiring to a business and office job.



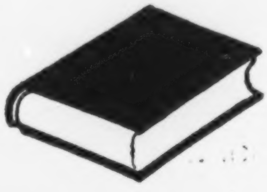
CONSTRUCTION

Workers in the construction trades build, repair, and modernize homes and buildings. They also work on highways, airports, and military installations. Construction work may be divided into three categories: structural work (fabricate and erect structural metals used in the construction of buildings, bridges, dams, etc.); finishing work on structures and buildings, including painting, trimming and decorating); and mechanical work (the actual earth breaking and hauling, paving of highways and parking lots, cement pouring and mixing, etc.).

The largest trades are carpenter, painter, plumber, and electrician. Construction occupations make up 5 percent of the state's total employment.

Most jobs are with contractors in the construction industry. Other industries such as mining and manufacturing employ workers for maintenance and repair work. Government agencies employ workers to maintain highways, buildings, and sanitation systems.

Employment in the construction trades is expected to decrease through the mid-1990's. Employment growth will differ among the various construction trades.



EDUCATION AND RELATED OCCUPATIONS

People who work in education and related occupations should have the desire to work with people, the ability to motivate students and to relate knowledge to them. They play an important role in the education of people of all ages. These occupations include librarian, teacher, school administrator, counselor, and teacher aide. Education and related occupations make up 5 percent of the state's total employment.

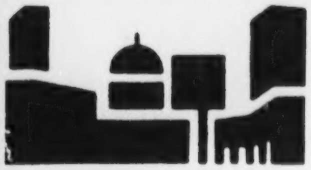
Public school systems employ the majority of people in educational occupations. Others work for private schools, colleges, universities, government agencies, and institutions.

Positions for teachers may increase significantly due to changing demographics and statewide emphasis on improved education programs.

HEALTH

People who are employed in health occupations provide care for the sick and injured and help people maintain their health. This field offers a great variety of occupations from service oriented to technical and administrative positions. Besides doctors, nurses, and dentists, there are lab technicians, administrators, and aides. The largest occupational fields are registered nurses, nurses aides, and licensed practical nurses. Health-related occupations make up 7 percent of the state's total employment.

Hospitals employ about half of all health workers. Others work in clinics, laboratories, pharmacies, nursing homes, mental health centers, and other public and private agencies. Because of the increase in the aging population and the move away from hospital to home-based health care, we can expect to see more physician's assistants, nurses and nurses aides/orderlies working out of the home setting. Employment in the health field is expected to grow much faster than average through the mid-1990's.



INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

Both skilled and semi-skilled workers are employed in industrial production. Most work in the mass production of goods. Workers in the machining and foundry occupations produce tools, dies, cores, and molds. Assemblers work to put together parts to make airplanes, computers, and many other products. Other workers not directly involved in production engage in supporting the production process. The largest occupations are assembly line worker, welder, and machinist. Industrial production and related occupations make up 7 percent of the state's total employment.

Expected growth varies according to the individual occupation. However, overall employment in these occupations is expected to be slower than average.

As industrial worksites become highly automated and computerized, industrial workers need to be able to read, write and do simple arithmetic. Changing technology also requires these workers to go through frequent retraining programs to help them master new production processes.

MECHANICS AND REPAIRERS

Mechanics and repairers keep mechanical equipment and machinery running and in good working order. They work as automobile, truck, or bus mechanics; automobile body repairers; appliance and industrial machine repairers; airplane mechanics; and television and radio service technicians. Other related occupations are maintenance electrician, telephone craftworker, and watch repairer.

Many mechanics and repairers work in manufacturing industries — most in plants that produce goods such as steel, automobiles, and aircraft. Others work in retail trade, mainly in firms that sell and service automobiles, appliances, farm implements, and other mechanical equipment. Some work in shops that service equipment for transportation, construction, and public utility industries. Computer service technicians and office machine repairers often work on customers' business sites, which can be a factory, office building, laboratory, etc. Mechanics and repairers make up 6 percent of the state's employment.

SALES

People employed in these occupations sell merchandise and services. In almost all sales work except retail trade, salesworkers take initiative to find prospective customers and to plan work schedules. Sales occupations include insurance sales, retail sales, real estate agent, and a variety of other jobs.

This type of work makes up 11 percent of the state's total employment. Workers in these jobs may sell for manufacturers, service firms, wholesalers, retailers, or run their own businesses. Employment in sales occupations is expected to experience growth slower than average for all occupations. Securities and financial services salesworkers are, however, expected to show better than average growth.

SCIENCE

Workers in science and technical occupations improve many areas of life by developing new products, working on environmental protection, and improving the country's defense capabilities. They work as engineers, scientists, statisticians, technicians, drafters, and surveyors. Scientific and technical occupations make up 6 percent of the state's total employment.

Most engineers work in private industry, mainly in industries manufacturing machinery, electrical equipment and aircraft, and in firms providing engineering services. Scientists work in private industries or in colleges and universities teaching and doing research. Technicians and technical assistants work with scientists and engineers in industry, education, and governmental agencies. Opportunities in these occupations are often dependent on an expanding economy and the amount of money the federal government spends for research and development.

SERVICE

Service occupations offer a variety of jobs ranging from fighting fires to cutting hair. The major groups of service occupations are: food, cleaning, personal, private household, and protective and related services. Necessary training and skills differ greatly. Some need special vocational training. For others, personality traits and special abilities are most important. The ability to deal with people is necessary.

All service occupations make up 14 percent of the state's total employment. A large group of service workers are employed in the food service occupations. Restaurants, hospitals, schools, government agencies, hotels, and many others employ service workers. Employment in these occupations is expected to grow at an above average rate through the mid-1990's. Most of the future employment is expected to be in personal service occupations.

SOCIAL SCIENCE

Occupations found in this cluster include social scientists such as anthropologists and sociologists who study human behavior, social workers who help people in various ways, religious workers and lawyers.

People in this cluster are employed in government agencies, research and consulting firms, hospitals, law firms, business firms of all kinds, colleges and universities. Religious workers are employed in church settings as priests, pastors, ministers, rabbis, social workers, and counselors. The schools are another large employer of these helping occupations. Many social workers are also employed by voluntary organizations such as crisis counseling centers. Employment in this area should be better than average, but competition may be keen for the available positions. Social science occupations make up 2 percent of the state's employment.

TRANSPORTATION

Transportation industries offer many career opportunities. Workers provide transportation by flying aircraft; operating trains and ships; and driving buses, trucks, and taxicabs. The largest occupation is truck driver. Transportation occupations make up 6 percent of the state's total employment.

Most workers are employed by trucking companies, airlines, railroads, and public and private transit systems. Growth in employment will vary among the different kinds of transportation. Jobs in air and highway transportation will increase while there will be fewer jobs in the railroad industry and the merchant marine. Most openings in driving occupations will result from the need to replace drivers who quit or retire. Employment of truck drivers and bus drivers will grow as more freight is moved by truck and as cities expand their mass transportation systems.

HOW TO USE THE OCCUPATIONAL INFORMATION TABLE

The **OCCUPATIONAL INFORMATION TABLE** on pages 7 through 26 lists 220 occupations which cover over 70 percent of the employment in Washington. The occupations are organized into 13 major groups so that you can look at and compare similar occupations.

Read the explanations of the table headings given here before you read the table. Then if you have any questions when using the table, you can turn to this page for an explanation.

PLAN FOR TOMORROW — TODAY provides you with a general overview of information contained in the 1987-88 Washington Occupational Information System (WOIS). More detailed information can be found by using WOIS (see page 3 for information on where to find WOIS).

OCCUPATIONAL DESCRIPTION — Includes definition and major duties of that occupation.

SUGGESTED COURSE OF STUDY — Lists the training program that is either required or recommended for entry into the occupation or for advancement.

TRAINING SITES IN WASHINGTON — Lists Washington schools which offer the suggested course of study.

Key:
CC - Community College (see page 32)
U - Public College or University (see page 32)
PU - Private College or University (see page 32)
PVS - Private Vocational School (see page)
WIAT- Washington Institute of Applied Technology (see page 28,32)
VTI - Vocational-Technical Institutes (see page)

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
WORD PROCESSING MACHINE OPERATORS — Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.	07.0608 07.0801	Faster than Average 275 openings $850-$1,625/month	HS CC OJT	Data Processing	CC-7, 9, 10, 11, 13, 15, 17, 20, 21, 22, 23, 24, 25, 26, 27, 28, 32 PVS-107-111, 121, 125, 127, 128, 129-131, 156, 209-211, 213 VTI-1, 2, 3, 4, 5

CIP NUMBER — The CIP Number (Classification of Instructional Program) provides the Federal government with assistance in collecting, reporting and interpreting data about instructional programs. CIP Numbers assigned to a particular occupational description denote comparable instructional programs but do not guarantee that programs will be exactly the same in each institution listed as a training site. Contact the training site for specific program information.

EMPLOYMENT OUTLOOK AND APPROXIMATE PAY IN WASHINGTON — The outlook for job growth by occupation in Washington is stated in general terms such as:

—Much faster than average
—Faster than average
—Slower than average
—Stable
—Declining

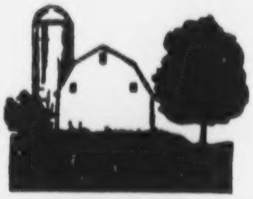
The number of yearly job openings is based on growth and replacement needs. This means that a large stable occupation may have more job openings than a small rapidly growing one. The pay figures represent the range or average pay of the majority of persons working in the occupation at various levels of training and experience in Washington.

The projections used here reflect the demand by private industry and government for non-agricultural workers. The information does not include self-employed workers or openings created by workers changing from one job to another within the labor force. These projections are supplied by the Labor Market and Economic Analysis branch of the Employment Security Department.

SUGGESTED EDUCATION OR TRAINING — Gives the level of education or type of training that may be required for a starting position or for advancement in the occupation. For more information on educational opportunities see pages 28-31.

Key:
OJT - On-The-Job Training
HS - High School or equivalent
VOC - Vocational Training
CC - Community College
COL - College or University
GRAD - Graduate or Professional School
APP - Apprenticeship
LIC - License

Agricultural and Related Occupations



You may consider a career as —
Farm/Ranch Hand . . . Farmer/Rancher . . . Forester . . . Forestry Technician . . .
Groundskeeper/Gardener . . . Irrigation Technician

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
FARM/RANCH HANDS — Perform varied jobs to produce food for consumption by planting, tending, harvesting, and marketing crops, and/or raising animals such as poultry, hogs, sheep, and cattle. Farm workers also operate, repair and maintain farm machinery and equipment, as well as clean and repair farm buildings, fences and other structures.	01.0301 01.0392 01.0393 01.0395	Slower than Average Data unavailable $645-$1,650/month	OJT HS CC	Agricultural Production	CC-10, 23, 26, 29, 30, 32
FARMERS & RANCHERS — Perform varied jobs for the efficient and profitable operation of a farm. They plan, harvest, and market crops; raise, tend, and market various farm animals; and supervise farm workers. Since today's farms are increasing in size and mechanization, farming often involves large capital outlays and numerous skills as well as a lot of personal time and energy.	01.0101 01.0104 01.0302 01.0304 01.0393 01.0395	Declining Data unavailable $0-$30,000+/year	OJT HS CC	Agriculture Production and Farm Management Technology	CC-10, 26, 29,32
FORESTERS — Manage and develop forest lands and resources for economic and recreational purposes. They plan and supervise the cutting and planting of trees and may be responsible for wildlife protection.	03.0501	Stable 28 openings/year $1,250-$2,992/month	COL	Forestry	U-34, 36, 37
FORESTRY TECHNICIANS — Apply forestry practices and techniques developed by professional foresters to help care for and manage forest lands and resources, for both economic and recreational purposes.	03.0401 03.0405	Slower than Average 28 openings/year $1,250-$2,200/month	OJT HS CC	Forestry Technology	CC-8, 11, 14, 19, 26, 30
GROUNDSKEEPERS & GARDENERS — Maintain the grounds of industrial, commercial, public, or private property to keep them in a neat and orderly condition.	01.0597 01.0601 01.0605 01.0607 46.0401	Average 585 openings/year $780-$2,175/month	OJT HS	Building and Grounds Maintenance	CC-9, 11, 23, 24, 25, 26 VTI-1, 2, 3, 4, 5
IRRIGATION TECHNICIANS — Assist in the control of applying water to agricultural crops through open ditch, sprinkler, irrigation, or modified systems.	01.0206	Not Surveyed $950-$2,125/month	HS VOC CC APP	Irrigation Technology	CC-29

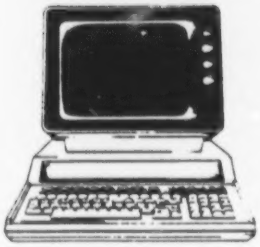
Art, Design and Communications

You may consider a career as —
Actor or Actress . . . Architect . . . Graphic Designer . . . Industrial Designer . . . Interior Designer/Decorator . . . Model . . . Musician . . . Photographer . . . Public Relations Workers . . . Radio and Television Announcer . . . Reporter . . . Sign Language Interpreter . . . Technical Illustrator . . . Technical Writer

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
ACTORS & ACTRESSES — Entertain an audience by portraying roles in productions on television, radio, stage, or in motion pictures. Actors and actresses may also engage in producing educational media. They may help promote products such as cars in auto shows.	50.0501	Slower than Average 33 openings/year $125-$575/week	OJT HS VOC COL GRAD	Theater and Drama	CC-14 U-33, 34, 35, 36, 37, 38 PU-40, 41, 46, 48, 49, 50, 51, 53, 54

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
ARCHITECTS — Plan and design, in great detail, all types of buildings including homes, office buildings, theaters, and factories. Designs must be attractive, safe, functional, and comply with various laws and regulations.	04.0201	Stable 189 openings/year $1,000-$3,535/month	GRAD	Architecture	U-36, 37
GRAPHIC DESIGNERS— Illustrate ideas through sketches, drawings, and photographs. They prepare artwork for newspapers and magazine advertisements and book illustrations. They may also create designs for commodity packages.	48.0203 50.0402	Faster than Average 205 openings/year $1,137-$2,583/month	CC VOC COL	Graphic Design and Commercial Art	CC-8, 21, 22, 27 U-33, 34, 36, 37 PU-40, 52 PVS-62, 147, 159, 167, 315 VTI-2
INDUSTRIAL DESIGNERS — Combine technical knowledge with artistic talent to improve the form and design of products and their packaging and trademarks.	50.0404	Not Surveyed $1,300-$2,300/month APP	OJT HS VOC COL	Applied Design	U-36, 38
INTERIOR DESIGNERS & DECORATORS — Work to make homes, public buildings, and play areas more beautiful through the planning and selection of color, print, wallpaper, fabrics, upholstery, and furniture style. Because of the importance of making a good impression on customers and clients, a number of interior designers are employed by office building management firms.	04.0501 08.0801	Stable 38 openings/month $750-$4,100/month	VOC CC COL	Interior Design	CC-6, 10, 12, 15, 22, 26, 27 U-37, 38 PU-40 PVS-62, 100, 173 VTI-2
MODELS — Pose for artists and photographers or display merchandise by wearing, using, or posing with it. Some models also perform as actors and actresses. Models must have a sense of body motion, be in good shape, and be able to work with people.	08.0103	Slower than Average 29 openings/year $3.50-$150/hour	OJT HS VOC	Professional Modeling and Finishing	PVS-68, 69, 87, 104, 106, 200, 202, 203, 297, 325, 330, 343, 347
MUSICIANS — Musicians sing or play musical instruments, performing alone, in a group or as a member of a band or orchestra. Many give private lessons.	06.1897 50.0704 50.0903	Slower than Average 129 openings/year $60-$100 (3-4 hrs) to $400/week	OJT HS, CC COL GRAD	Music, General	CC-14, 22, 27 U-33, 34, 35, 36, 37, 38 PU-40, 41, 46, 48, 49, 50, 51 52, 53, 54
PHOTOGRAPHERS — Use cameras to visually record ideas and events. They should have an understanding of camera operation, lighting, composition, darkroom procedures, and special characteristics of films and papers.	10.0198 48.0204	Slower than Average 82 openings/year $1,000-$2,365/month	OJT VOC CC COL APP	Photography, Applied Photography, Aesthetic	CC-6, 22, 27 U-35, 36, 37 PU-40 PVS-62 VTI-2
PUBLIC RELATIONS WORKERS — Aid their firms or clients in building and maintaining favorable public images.	09.0501	Faster than Average $499 openings/year $1,150-$3,500/month	COL GRAD	Advertising & Public Relations	U-33, 37 PU-41, 54
RADIO & TELEVISION ANNOUNCERS — Present commercials, newcasts, and other information for radio and TV broadcasts. Besides the actual broadcast, announcers spend considerable time going over material prior to the broadcast.	10.0101 10.0104 10.0197	Slower than Average 9 openings/year $650-$4,500/month	OJT HS VOC CC	Radio and Television	CC-6, 15, 27 PVS-65, 66, 67, 142, 143, 311 VTI-4
REPORTERS — Gather information on newsworthy events and issues and write stories for publication or presentation in GRADthe news and broadcasting media.	09.0401 09.0402	Slower than Average 184 openings/year $1,000-$1,850/month	CC COL GRAD	Journalism	CC-15 U-33, 34, 35, 36, 37, 38 PU-41, 46, 49, 50, 54
SIGN LANGUAGE INTERPRETERS — Interpret for the hard of hearing through sign language. Generally, interpreters are employed by government bodies and large firms.	17.0410 17.0820	Stable Opening data unavailable $650-$1,795/month	OJT CC	Sign Language Interpreter	CC-21, 27
TECHNICAL ILLUSTRATORS — Combine drafting and commercial art to prepare drawings for manuals, text books, audio-visual presentations, sales brochures or oral presentations.	50.0403	Stable Not Surveyed $1,045-$2,250	OJT HS VOC CC	Illustration, Art Courses	CC-15 PVS-63 VTI-1, 2, 3
TECHNICAL WRITERS — Write scientific and technical information in clear and easily understandable terms. They specialize in one or more subject areas and prepare manuals, catalogs, proposals and instructional materials.	23.1101	Stable 34 openings/year $1,400-$2,200/month	HS CC COL GRAD	Journalism	CC-9, 15 U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 52, 53, 54

Business and Office



You may consider a career as —

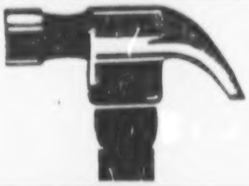
Accountant/Auditor . . . Accounting and Auditing Clerk . . . Bank Teller . . . Bookkeeper . . . Business Executive . . . Business Manager . . . Claim Adjuster . . . Clerk Typist . . . Collector of Bills and Accounts . . . Computer Operator . . . Data Entry Operator . . . Economist . . . General Office Clerk . . . Hotel Front Office Clerk . . . Hotel/Motel Manager . . . Legal Secretary . . . Medical Secretary . . . Secretary/Stenographer . . . Office Manager . . . Personnel Officer . . . Postal Clerk Public Administrator . . . Purchasing Agent . . . Quality Control Inspector . . . Receptionist . . . Secretary . . . Shipping and Receiving Clerk . . . Stock Clerk . . . Word Processing Operator

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
ACCOUNTANTS AND AUDITORS — Prepare and analyze business and governmental records and financial reports which are needed for effective management. These reports also provide information to investors, creditors, and government agencies.	06.0201	Faster than Average 1,536 openings/year $1,300-$2,920/month	COL GRAD	Accounting	U-33, 34, 36, 37, 38 PU-39, 41, 48, 49, 50, 51, 52, 54 PVS-320-322
ACCOUNTING AND AUDITING CLERKS — Keep the daily financial records of a business or company. They also calculate employee wages and may prepare tax reports. Audit clerks verify financial transactions inside and outside the company.	07.0101 07.0102 07.0103 07.0192	Stable 456 openings/year $900-$1,640/month	OJT HS VOC CC	Bookkeeping	CC-6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 28, 29, 30, 31, 32 PVS-85, 88, 108-110, 121, 129-131, 136, 137, 179, 183, 205, 209-211, 213, 320-322, 360 VTI-1, 2, 3, 4, 5
BANK TELLERS — Receive and pay out money, keep records of customers' transactions, cash checks, and perform other banking duties.	07.0205	Declining 402 openings/year $820-$1,500/month	OJT HS VOC	Banking and Finance	CC-16,26 PVS-356, 357, 358 VTI-1, 2, 3, 5
BOOKKEEPERS — Record day-to-day business transactions and maintain systematic up-to-date records of financial affairs.	07.0101 07.0103	Stable 2,430 openings/year $850-$1,735/month	OJT HS VOC CC	Bookkeeping	CC-6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 28, 29, 30, 31, 32 PVS-100, 129-131, 179, 205, 209-211, 213 VTI-1, 2, 3, 4, 5
BUSINESS EXECUTIVES — Develop and administer policies to increase profits and make their organizations run smoothly.	06.0499	Stable 2,451 openings/year $1,750-$4,000 + /month	COL GRAD	Business Management	U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51
BUSINESS MANAGERS — Prepare and review financial reports, and implement company policies to ensure smooth and profitable business operations.	06.0401 06.1601 06.1801 06.1802 06.1898	Slower than Average 3,081 openings/year $1,300-$2,715/month	HS VOC CC COL GRAD	Public Administration	CC-8, 7, 9, 11, 13, 15, 16, 17, 18, 20, 22, 25, 26, 27, 28, 29, 30, 31, 32 PVS-129-131, 136, 137, 179, 191-198 VIT-1, 2, 3, 4, 5
CLAIM ADJUSTERS — Investigate, evaluate, and settle claims on insurance policies resulting from accidents, fires, injuries, embezzlement of funds, and property loss and damage.	06.1098	Slower than Average 223 openings/year $1,000-$2,500/month	OJT	Insurance	None Listed See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
CLERK TYPISTS — Type letters, forms, tables, and other materials from different sources, including handwritten and recorded. May perform other office tasks such as answering telephones, filing, and operating office machines. Word processing skills may be necessary.	07.0702	Stable 650 openings/year $700-$1,450/month	OJT HS VOC CC	Typing	CC-6, 8, 9, 10, 11, 12, 13, 14, 15,, 18, 19, 20, 26, 27, 29, 30, 32 VTI-1, 2, 4
COLLECTORS — BILL AND ACCOUNT — Locate people to notify them of overdue accounts or debts and try to secure payment or return of the merchandise.	07.0202	Faster than Average 173 openings/year $850-$1,885/month	OJT HS		VTI-3
COMPUTER OPERATORS — (sometimes referered to as Peripheral EDP Operators or Data Processors) Monitor and control electronic data processing machines and related devices such as printers and disk drives. May assist other computer specialists in testing computer programs.	07.0302 07.0395 11.0301 11.0401 11.0601	Faster than Average 300 openings/year $880-$1,740 + /month	OJT HS VOC CC	Data Processing	CC-6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, :24, 25, 26, 27, 28, 30, 31, 32 PVS-75, 78, 79, 80, 81, 108-110, 119, 121, 128, 129-131, 136, 137, 144, 179, 205, 209-211, 213, 305 VTI-3, 4
DATA ENTRY OPERATORS — Operate keypunch machines, similar to typewriters, to transcribe data from source material onto punch cards or tapes used in computers.	07.0303	Declining 2 openings/year $800-$1,600/month	OJT HS VOC CC	Data Entry	CC-8, 16, 20, 24, 32 PVS-107-111, 179 WIAT VTI-1, 2, 3, 4, 5
ECONOMISTS — Study the creation, exchange and distribution of useful goods, services, and resources such as land, labor, and capital*	45.0601	Stable 25 openings/year $1,575-$3,870/month	COL GRAD	Economics	U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 53

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
GENERAL OFFICE CLERKS — Are assigned clerical duties in accordance with the office procedures of individual establishments. Duties may include a combination of bookkeeping, typing, stenography, and office machine operation.	07.0204 07.0705	Faster than Average 2,279 openings/year $650-$1,430/month	OJT HS VOC CC	General Office Clerk	CC-7, 9, 10, 11, 12, 13, 14, 17, 19, 20 21, 24, 25, 29, 32 VTI-1, 2, 3, 4, 5
HOTEL FRONT OFFICE CLERKS — Greet and register guests, reserve and assign rooms, issue keys, sort mail, and provide information about hotel services.	08.0902 08.0998	Stable 189 openings/year $585-$1,111/month	HS VOC CC	Hotel Operation	CC-11 PVS-100 VTI-3
HOTEL/MOTEL/RESTAURANT MANAGERS — Direct and cordinate the operation of hotels, motels, lodging facilities and restaurants including housekeeping, food service, accounting and guest room service. 06.1703	06.0701 06.0703 06.0704 06.0795 06.0798 06.1703	Stable 206 openings/year $1,100-$3,000/month	HS VOC CC COL	Hotel, Motel and Restaurant Management	CC-15, 20, 21, 25, 26, 30 U-37 PVS-100 VTI-2, 3
LEGAL SECRETARIES — Perform a variety of clerical duties in the preparation of legal papers and correspondence.	07.0604	Faster than Average 366 openings/year $950-$2,000/month	OJT HS VOC CC	Legal Secretarial Program	CC-7, 8, 9, 10, 11, 15, 16, 17, 18, 19, 20, 22, 24, 26, 29, 30, 32 PVS-85, 86, 129-131, 191-199, 205, 209, 211, 320, 322, 340 VTI-2, 3, 4, 5
MEDICAL SECRETARIES — Perform clerical and administrative duties in a medical office.	07.0605 07.0693 07.0694 07.0797	Faster than Average 303 openings/year $800-$1,590/month	OJT HS VOC CC COL	Medical Secretarial Courses	CC-7, 8, 9, 10, 11, 15, 16, 17, 19, 20, 22, 24, 26, 28, 29, 30, 32 U-33 PVS-78, 79, 80, 81, 129-131, 191-199, 205, 320-322, 352 VTI-2, 3, 4, 5
OFFICE MANAGERS — Maintain an efficient flow of work by evaluating, organizing and directing office production.	07.0401 07.0402 07.0607	Stable 1,041 openings/year $1,150-$2,500 + /month	HS VOC CC COL	Managerial Courses	CC-6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32 U-33, 38 PVS-136, 137, 138, 139, 140, 150, 151, 184, 320-322 VTI-3, 5
PERSONNEL OFFICERS — Serve as a link between management and employees. They help management make effective use of employees' skills and help employees find satisfaction in their jobs and working conditions.	07.0503	Stable 473 openings/year $1,300-$3,365/month	COL GRAD	Personnel and Industrial Relations	U-33, 34, 36, 37 PU-41, 46
POSTAL CLERKS — Are responsible for organizing all mail that goes through the Post Office. They may also sell stamps and postal insurance and register letters.	07.0799	Declining 113 openings/year $10.49-$13.12/hour	OJT HS		None Listed— See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
PUBLIC ADMINISTRATORS — Trained management specialists who coordinate and direct public services toward meeting the needs of the community or state.	44.0401	Stable 84 openings/year $1,500-$5,000/month	CC COL GRAD	Public Administration	CC-22 U-34, 35, 36, 37, 38 PU-39, 46, 50, 51
BUYERS AND PURCHASING AGENTS — Buy machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of an individual establishment, public utility, or governmental unit.	08.0704	Stable 636 openings/year $1,150-$2,975/month	HS VOC CC	Marketing and Purchasing	CC-10
QUALITY CONTROL INSPECTORS — Examine the condition of plants and animals, the quality of services and products, and the operation of businesses to enforce compliance with the law. Most work in government. Job titles and duties vary greatly by government agency and program.	15.0702 47.0691	Stable 491 openings/year $1,100-$3,140/month	OJT HS CC	Quality Control Technology	CC-10, 20, 25 VTI-5
RECEPTIONISTS— Receive visitors, clients, or customers coming into an establishment, determine the purpose of their visit, and direct them accordingly. May work as information clerks. May answer telephones and operate telephone switchboard.	07.0707 17.0505	Slower than Average 988 openings/year $750-$1,450/month	OJT HS VOC CC	General Office Clerk	CC-9, 10, 14, 15, 16, 17, 18, 19, 20, 28, 29, 31 PVS-129-131, 179, 320-322 VTI-3
SECRETARIES/STENOGRAPHERS — Perform a variety of clerical and organizational duties. They take dictation, type, handle correspondence, keep files, and schedule appointments. Some prepare reports and many operate various office equipment.	07.0203 07.0693 07.0401 07.0695 07.0601 07.0697 07.0606 07.0607	Faster than Average 1,951 openings/year $800-$2,095/month	OJT HS VOC CC	Secretarial Studies	CC-6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32 PVS-76, 85, 86, 126, 127, 129-131, 136, 137, 179, 183, 191-199, 209-211, 213, 308, 309 VTI-2, 3, 4, 5
SHIPPING & RECEIVING CLERKS — Receive incoming shipments of merchandise, prepare merchandise for shipment, and keep records concerning these transactions.	07.0708	Slower than Average 626 openings/year $4.00-$13.00/hour	OJT		VTI-3

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
STOCK CLERKS — Are responsible for receiving, unpacking, checking, storing, and issuing supplies in stockrooms, warehouses, or storage yards. Some stock clerks place orders and follow up on purchases made. In small operations, stock clerks are responsible for the entire functioning of the stockroom from buying to distribution of supplies. In bigger operations, they usually specialize in one or two jobs.	07.0708	Slower than Average 675 openings/year $3.50-$12.50/hour	OJT VOC		VTI-3
WORD PROCESSING MACHINE—OPERATORS Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.	07.0608 07.0801	Faster than Average 396 openings/year $850-$1,700/month	OJT HS VOC CC	Data Processing	CC-7, 9, 11, 13, 15, 17, 20, 21, 22, 23, 24 25, 26, 27, 28, 32 PVS-108-110, 121, 127, 128, 129-131, 156, 209-211, 213, 308, 309, 320-322, 341, 342, 344-346, 349, 360 VTI-1, 3, 4, 5

Construction



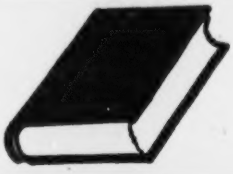
You may consider a career as —

Cabinetmaker . . . Carpenter . . . Cement Mason . . . Construction Inspector . . . Electrician . . . Glazier . . . Insulation Worker . . . Ironworker . . . Painter . . . Plasterer/Drywall Installer . . . Plumber . . . Roofer

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
BUILDING INSPECTORS — Examine construction projects to insure that set standards of safe construction and quality workmanship are observed.	46.0403 47.0691	Slower than Average 65 openings/year $1,530-$3,285/month	OJT VOC	Construction Technology	CC-16 VTI-5
CABINETMAKERS — Build, install, and repair cabinets, shelving, and fixtures for homes and businesses.	48.0703	Stable 157 openings/year $6.00-$14.00/hour	OJT HS VOC CC	Carpentry	CC-10, 12, 13, 21, 26 VTI-4
CARPENTERS/CONSTRUCTION TECHNICIANS — Build and maintain structures ranging from rough scaffolds to buildings that require finished work. They work from blueprints, sketches, or building plans according to building codes and may work with a wide range of materials. They may specialize in either construction (new buildings and structures) or maintenance (old buildings and structures) carpentry. Construction technicians may be employed in a variety of construction related occupations.	15.1001 46.0000 46.0201 46.0203	Stable 700 openings/year $5.00-$18.25/hour	OJT VOC CC APP	Carpentry Construction Technology	CC-9, 10, 12, 13, 14, 16, 18, 21, 25, 26, 29, 30 PVS-93-96, 312, 313 VTI-1, 2, 3, 5
CEMENT MASONS — Mix, pour, and finish concrete for many construction jobs ranging from small ones such as patios and floors to large ones such as dams and highways. May supervise concrete pouring and finishing.	46.0302 48.0698	Stable 53 openings/year $1,350-$3,255/month	OJT VOC APP	Masonry	VTI-4,5
ELECTRICIANS — Plan, install, and repair electrical wiring and equipment. They may specialize in either construction or maintenance work. Industrial electricians also	46.0302	Stable 97 openings/year 5.00-$20.00/hour	VOC CC APP inspect and service electronic control devices	Electrical and Electronics Technology	CC-16, 26 PVS-93-96, 159, 312, 313 VTI-1, 4
GLAZIERS — Cut, fit, and install plate glass, window glass, and other glass items in structures being constructed, remodeled, or repaired. They use adhesives, cements, screws, bolts and other special fasteners.	46.0406 47.0692	Stable 43 openings/year 4.40-$17.00/hour	OJT HS VOC PP	Construction and Building Technology	VTI-2, 3
INSULATION WORKERS — Tape, wire, plaster, or spray insulation materials on an appropriate surface to insure that either heat or cold will be retained.	46.0407	Stable 41 openings/year $4.00-$17.00/hour	OJT HS VOC APP		PVS-299, 333

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
IRONWORKERS — Assemble and erect ornamental or structural metals used in the construction of buildings, bridges, dams, metal storage tanks, and other projects.	48.0597	Slower than Average 43 openings/year $10.00-$18.05/hour	APP		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
PAINTERS — Apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures.	46.0408	Slower than Average 211 openings/year $12,800-$27,952/year	OJT HS VOC APP	Painting and Decorating	VTI-4 PVS-93-96, 312, 313
PLASTERERS AND DRYWALL INSTALLERS — Plasterers apply coats of plaster to inside walls, ceilings, and partitions of buildings to produce fire-resistant and soundproof surfaces. Drywall installers attach dry wall panels to the inside framework of houses and other buildings. The process involves measuring, cutting, gluing, and hanging the panels.	46.0409 46.0494	Stable 69 openings/year $6.00-$18.00/hour	OJT APP		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
PLUMBERS — Install and repair pipe systems that carry water, steam, air, or other liquids or gases. Install plumbing fixtures, appliances, heating and refrigeration units.	46.0501 48.0698	Stable 271 openings/year $4.30-$21.75/hour	HS VOC APP	Plumbing and Pipefitting	CC-16 PVS-93-97, 312, 313
ROOFERS — Apply roofing and materials such as hot asphalt, composition roofing, wood shingles, asbestos shingles, slate or tile to the roofs of buildings in order to make them waterproof. They also do new construction and repair work.	46.0410	Average 90 openings/year $6.55-$18.85/hour	OJT APP		Non Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.

Education



You may consider a career as —

Education Administrator . . . Elementary Teacher . . . Kindergarten Teacher . . . Librarian . . . Library Assistant . . . School Counselors . . . Secondary Teacher . . . Special Education Teacher . . . Teacher Assistant . . . University/College Instructor

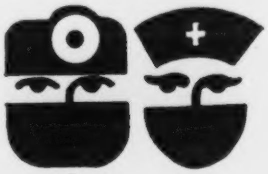
OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
EDUCATION ADMINISTRATORS — Plan and coordinate school activities to efficiently provide education and student services. Examples of school administrators include college presidents, public school superintendents, counselors, directors, and business managers.	13.0401	Slower than Average 234 openings/year $2,000-$4,000/month	COL GRAD	Education Administration	U-33, 34, 36, 37, 38 PU-41, 42, 46, 48, 49, 50, 51, 52, 54
ELEMENTARY TEACHERS — Teach a wide range of academic, social, emotional and motor skills in grades one through six. They plan and present instruction designed to meet the needs of students.	13.1202 13.1501	Stable 1,269 openings/year $1,375-$1,500+/month	CC COL GRAD	Elementary Education	CC-7 U-33, 34, 35, 36, 37, 38 PU-41, 42, 45, 46, 48, 49, 50, 51, 52, 53, 54 PVS-138, 139, 140, 150, 151, 184, 316, 336, 337, 338, 339, 353, 354
KINDERGARTEN TEACHERS — Teach music, art, literature, and personal hygiene to children five to six years old. They teach reading, math, science, language arts, social studies, and physical education.	13.1099 13.1501	Faster than Average 402 openings/year $1,000-$1,500+/month	CC COL GRAD	Kindergarten Education	CC-7 U-33, 34, 35, 36, 37, 38 PU-41, 42, 45, 46, 48, 49, 50, 51, 52, 53, 54 PVS-138, 139, 140, 150, 151, 184, 316, 336, 337, 338, 339, 353, 354
LIBRARIANS — Maintain a library collection of materials such as books, magazines, films, and records, and assist groups and individuals in locating and using these materials.	25.0401	Slower than Average 209 openings/year $1,235-$3,655/month	COL GRAD	Library Science	U-36

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
LIBRARY ASSISTANTS — Aid librarians in furnishing information and services to patrons. They also check out materials and return materials to the proper area.	25.0301	Slower than Average 229 openings/year $1,050-$1,925/month	HS VOC CC	Library Technology	CC-15, 27 VTI-2
SCHOOL COUNSELORS — Assist students to make the best use of the learning opportunities offered by the school. They are concerned with the personal, social, educational and vocational development of students.	13.1101	Stable Not surveyed $1400-2755/month	COL GRAD	Educational Psychology	U-33, 34, 36, 37, 38 PU-46, 49, 50, 51, 52, 53
SECONDARY TEACHERS — instruct students in one or more subject matter areas in junior or senior high schools. They often work with students in extra-curricular activities.	13.1205	Stable 307 openings/year $1,375-$2,550/month	COL GRAD	Secondary Education	U-33, 34, 35, 36, 37, 38 PU-41, 42, 46, 48, 49, 50, 51, 52, 53, 54
SPECIAL EDUCATION TEACHERS — instruct students with physical, mental, emotional, or learning impairments. They are involved in development of programs of study and in working with parents as part of their instructional responsibilities.	13.1001 13.1501	Stable 221 openings/year $1,375-$2,460/month	CC COL GRAD	Special Educational	CC-7 U-33, 34, 36, 37, 38 PU-41, 46, 48, 49, 50
TEACHER ASSISTANTS/AIDES — Assist teachers by performing tasks such as grading papers, duplicating materials, and supervising play activities.	07.0502 13.1501 20.0205	Slower than Average 970 openings/year $610-$1,370/month	OJT HS VOC CC	Educational Aide	CC-7, 9, 27, 30 VTI-2, 3, 5
UNIVERSITY/COLLEGE INSTRUCTORS —Specialize in teaching particular subjects. They advise students regarding curriculum requirements, conduct and supervise research, and serve on various college and university committees.	13.9999	Slower than Average 769 openings/year $17,000-$47,900/per academic year	COL GRAD	Curriculum and Instruction	U-33, 34, 35, 36, 37, 38 PU-41, 42, 46, 48, 49, 50 51, 52, 53, 54

Health

You may consider a career as —

Chiropractor and Naturopathic Doctor . . . Dental Assistant . . . Dental Hygienist . . . Dental Laboratory Technician . . . Dentist . . . Dietician . . . Electrocardiograph (EKG) Technician . . . Electroencephalograph (EEG) Technician . . . Emergency Medical Technician (EMT) . . . Fitness Consultant . . . Health Aide . . . Health Service Administrator . . . Health Technician/Technologist . . . Health Therapist . . . Licensed Practical Nurse . . . Medical Assistant . . . Medical Laboratory Technician/Technologist . . . Medical Records Technician . . . Nursing Assistants . . . Occupational Therapist . . . Optometrist . . . Pharmacist . . . Pharmacists' Assistant . . . Physical Therapist . . . Physician . . . Physicians' Assistant . . . Radiologic Technician . . . Registered Nurse . . . Respiratory Therapist . . . Speech Pathologist and Audiologist . . . Therapists' Assistant . . . Veterinarian . . . Veterinary Technician



OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
CHIROPRACTORS & NATUROPATHIC DOCTORS — Chiropractors treat patients by manual manipulation of the body, especially the spinal column. Naturopathic doctors treat a variety of health problems using natural therapies.	18.0301	Faster than Average Not surveyed $13,200-$75,000/year	GRAD LIC	Chiropractic, Naturopathic Medicine	None Listed—See explanation in "HOWTO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
DENTAL ASSISTANTS — Aid dentists by preparing patients for examination and treatment. They may also perform laboratory procedures.	17.0101	Faster than Average 380 openings/year $800-$2,000/month	HS VOC CC	Dental Assisting	CC-11, 15, 24, 26 PVS-76, 191-199 WIAT VTI-1, 2, 3, 4, 5
DENTAL LABORATORY TECHNICIANS — Make and repair various dental appliances such as dentures and crowns according to written instructions and impressions of patients' mouths taken by dentists.	17.0103	Faster than Average 98 openings/year 600-$2,520/month	HS VOC CC APP	Dental Laboratory Technician	PVS-175, 176 VTI-4

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
DENTISTS — Examine and treat patients who have diseases, injuries, or malformations of the teeth, gums, and mouth. They take x-rays, fill cavities, extract teeth, and perform corrective surgery.	18.0401	Stable 238 openings/year $1,420-$8,500/month	GRAD LIC	Dentistry	U-36
DIETICIANS — Work with people to help them maintain or achieve good health through proper nutrition.	20.0404 19.0503	Faster than Average 107 openings/year $1,400-$2,730/month	COL GRAD	Nutrition	CC-22, 26 U-33, 35, 36, 37, 38 PU-54
ELECTROCARDIOGRAPH (EKG) TECHNICIANS — Use the electrocardiograph machine to record the action of the heart muscle for the diagnosis of heart ailments. They also clean and maintain equipment and obtain information for patients' records.	17.0203	Stable 19 openings/year $1,000-$1,750/month	OJT HS VOC	Electrodiagnostic Technology	CC-26
ELECTROENCEPHALOGRAPH (EEG) TECHNICIANS — Operate specialized equipment which measures and records the electrical activity of the brain. This process is used by physicians in diagnosing brain disorders and in assessing brain damage.	17.0204	Faster than Average 7 openings/year $1,500-$2,450/month	OJT HS VOC APP	Electrodiagnostic Technology	None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
EMERGENCY MEDICAL TECHNICIANS/ PARAMEDICS (EMT) — Work as members of emergency teams administering first-aid treatments and transporting sick and injured persons to medical facilities.	17.0206	Stable 71 openings/year $1,000-$2,600/month	HS VOC CC COL APP	Emergency Medical Technology	CC-24, 28 U-33 VTI-1
FITNESS CONSULTANTS — Demonstrate exercises and use of equipment to help patrons control weight and achieve physical fitness.	17.0804 17.0822 17.0895 17.0898	Not Surveyed $585-$2,000/month (some earn commissions)	OJT	Physical Education, Health	CC-20, 26, 27 VTI-3, 5
HEALTH AIDES — Perform a variety of duties in connection with health services provided in the community.	17.0404	Faster than Average 462 openings/year $800-$1,360/month	OJT HS VOC CC	Health Technology	CC-28, 32 VTI-3, 5
HEALTH SERVICE ADMINISTRATORS — Manage hospitals and other health facilities and their staffs to assure satisfactory patient care.	18.0701	Faster than Average 260 openings/year $1,300-$7,915/month	COL GRAD	Health Care Administration	U-34, 36 PU-39, 54
HEALTH TECHNICIANS/TECHNOLOGISTS — Use medical equipment to aid in the diagnosis and therapy of various health problems.	17.0201 17.0212 17.0295 17.0297 17.0308 17.0398 17.9999	Stable 613 openings/year $1,100-$2,450/month	OJT CC VOC	Health Technology	CC-6, 22, 26, 30
HEALTH THERAPISTS — Help patients regain control over their lives. Art therapists and music therapists work primarily with psychiatric patients. Recreational and manual arts therapists work mainly with the elderly. Orientation therapists help newly blind individuals relearn daily living skills.	17.0808 17.0811 17.0815 17.0817 17.0818 17.0898	Stable 97 openings/year $1,080-$2,500/month	APP CC COL GRAD	Activities Therapy	CC-14, 15, 21, 26, 27, 28, 29, 32 U-34, 36 PU-51
LICENSED PRACTICAL NURSES — Care for injured, convalescent, and handicapped persons in hospitals, clinics, private homes, and other settings. They work under the direction of a registered nurse, licensed physician, or dentist.	17.0605	Faster than Average 1,053 openings/year $1,000-$1,665/month	HS VOC CC LIC	Practical Nursing	CC-7, 8, 9, 10, 12, 13, 14, 16, 17, 18, 23, 24, 26, 29, 30, 32 PVS-58 VTI-1, 2, 4, 5
MEDICAL ASSISTANTS — Perform various duties under the direction of a physician. Prepare treatment room, supplies, instruments, and patients for physician. Hand instruments and materials to physician as directed.	17.0503	Faster than Average 234 openings/year $900-$2,000/month	HS VOC CC	Medical Assistant	CC-11, 15, 17, 18, 24, 28, 31 PVS-76, 85, 86, 129-131, 191-199, 209-211, 213 WIAT VTI-2, 3
MEDICAL LABORATORY TECHNICIANS/ TECHNOLOGISTS — Perform lab tests to provide information for use by physicians in detecting, diagnosing or treating diseases.	17.0309	Stable 214 openings/year $1,230-$1,975/month	HS VOC CC COL	Laboratory Technology	CC-22, 30 U-33, 34, 36 PU-49, 50 VTI-2
MEDICAL RECORDS TECHNICIANS — Prepare and maintain the medical records of hospital and clinic patients for use by physicians, for research and study and to develop medical statistics.	17.0506	Much Faster than Average 92 openings/year $1,150-$2,100/month	OJT HS VOC CC	Medical Records Administration	CC-9, 22, 26, 28

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
NURSING ASSISTANTS — Assist in the care of hospital patients under the direction of nursing and medical staff. They may make beds, serve meals, and bathe patients.	17.0601 17.0602	Faster than Average 1,834 openings/year $722-$1,565/month	OJT CC	Health Aides	CC-7, 8, 9, 10, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, 32 PVS-137, 182, 352 VTI-1, 2, 3, 4, 5
OCCUPATIONAL THERAPISTS — Plan and or-ganize activities to improve the function of patients who are physically, mentally, or emotionally disabled. They plan and direct educational, vocational, and recreational activities to help patients become as self-sufficient as possible in self-care and daily living.	17.0807 17.0808	Faster than Average 47 openings/year $1,460-$2,500/month	CC COL GRAD	Occupational Therapy	CC-14, 32 U-36 PU-51
OPTOMETRISTS — Provide vision care services to help people preserve and improve their vision. They conduct examinations to detect vision problems, eye diseases, and other abnormal conditions affecting vision.	18.1201	Stable 39 openings/year $1,500-$5,000/month	GRAD LIC	Pre-Optometry (Washington has no schools that offer an optometry program)	U-33, 34, 35, 38 PU-41, 46, 48, 50, 52
PHARMACISTS — Prepare, compound, and dis-pense medication prescribed by physicians and other authorized medical specialists. They also dispense non-prescription medications to the public.	18.1401	Slower than Average 207 openings/year $1,800-$3,100/month	COL GRAD LIC	Pharmacy	U-36, 37
PHARMACISTS' ASSISTANTS — Help pharmacists by performing certain technical tasks and serving customers.	17.0507	Stable 95 openings/year $870-$4,660/month	OJT HS VOC CC	Pharmacy Assistant Training	CC-17 VTI-1, 2, 5
PHYSICAL THERAPISTS — Plan and administer medically prescribed therapy programs for the rehabilitation of people with muscle, bone, nerve, or joint injuries.	17.0813 17.0815	Faster than Average 157 openings/year $1,650-$2,650/month	CC COL GRAD	Physical Therapy	CC-14 U-34, 36 PU-51
PHYSICIANS — Diagnose and treat human diseases and injuries as well as practice preventive medicine. Some combine medical practice with research or teaching in medical schools.	18.1001	Stable 636 openings/year $15,600-$80,000 + /year	GRAD LIC	Medicine	U-36
PHYSICIANS' ASSISTANTS — Provide patient services under the supervision and responsibility of a physician. Examples of duties include taking patients' medical history, ordering lab tests and x-rays, counseling patients, etc.	17.0508	Faster than Average 134 openings/year $1,700-$3,000/month	COL	Physician Assistant Training	U-36
RADIOLOGIC TECHNICIANS — Operate x-ray equipment to take pictures of internal parts of the patient's body. Some do radiation therapy work by administering prescribed doses of radiation to affected areas of the body.	17.0209	Much Faster than Average 189 openings/year $1,225-$2,285/month	HS VOC CC	Radiologic Technology	CC-8, 28, 30, 32 PVS-165, 166, 352 WIAT
REGISTERED NURSES — Care for sick and injured persons using procedures that require specialized skills. They are highly trained and are licensed by the state in which they work. Nurses may work in a variety of settings including schools, hospitals and public health facilities.	18.1101	Much Faster than Average 3,442 openings/year $1,390-$2,560/month	HS VOC CC COL GRAD LIC	Registered Nursing	CC-6, 7, 9, 10, 12, 13, 15, 16, 18, 19, 21, 22, 23, 24, 26, 28, 29, 30, 32 U-34,36, 37 PU-39, 41, 46, 48, 49, 50, 54 PVS-58
RESPIRATORY THERAPISTS — Work with patients with breathing difficulties arising from either lung or heart disorders. Cases may range from asthma, emphysema, bronchitis, or pneumonia to emergency care for victims of heart failure, chest injuries, premature birth, or post-surgical complications. Therapists and technicians work under the supervision of physicians.	17.0818	Faster than Average 97 openings/year $1,600-$2,230/month	HS VOC CC	Respiratory Therapy	CC-15, 21, 26, 28, 29
SPEECH PATHOLOGISTS & AUDIOLOGISTS —Evaluate and treat speech, language, and voice disorders. Audiologists assess and treat hearing disorders. These specialties are inter-related. To be competent in one, it is necessary to be familiar with both.	18.0102	Stable 45 openings/year $1,600-$2,500/month	COL GRAD	Speech Pathology & Audiology	U-34, 36, 37, 38 PU-41
THERAPISTS' ASSISTANTS — Assistants support occupational therapists in conducting specialized therapy programs designed to help patients regain, improve, or adjust to their physical or mental capacities. Aides support both the therapist and assistant therapists.	17.0808	Stable 69 openings/year $950-$1,700/month	OJT HS VOC CC	Occupational Therapy Technology	CC-14, 32

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
VETERINARIANS — Diagnose, treat, and control diseases and injuries of animals. They perform surgery and prescribe and administer medicine.	18.2401	Stable Not surveyed $1,650-$3,850/month	COL GRAD LIC	Veterinary Medicine	U-37
VETERINARY TECHNICIANS — Assist veterinarians in the daily treatment of ill animals, including surgical assistance and both pre and postoperative care.	17.0501 17.0512	Stable Not Surveyed $1,000-$1,890/month	HS VOC APP	Veterinarian Assistant Training	CC-20

Industrial Production and Related Occupations

You may consider a career as —
Blacksmith/Forge Shop Worker . . . Boilermaker . . . Construction Laborer . . . Floor and Carpet Layer . . . Jeweler . . . Machine Tool Operator . . . Machinist . . . Millwright . . . Molder . . . Optician . . . Photo Finisher . . . Press Operator . . . Production Assembler . . . Production Painter and Finisher . . . Sewage Plant Operator . . . Sewing Machine Operator . . . Tool and Die Maker . . . Welder . . . Woodworking Machine Operator

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
BLACKSMITHS & FORGE SHOP WORKERS — Make metal objects that are exceptionally strong by heating and shaping metals. This technique (called forging) is used to make tool and machine parts. All use a special furnace known as a forge. Blacksmiths and farriers (or horseshoers) use hand tools, anvils, presses, and power hammers. Modern forge shops substitute heavy power equipment and precision die blocks to do the work more rapidly and accurately.	48.0599 01.0506	Slower than Average Less than 10 openings/year $8.00-$13.51/hour (Farriers receive $30-$40 per horse)	OJT APP CC	Blacksmithing	CC-24, 29
BOILERMAKERS — Build, assemble, install, test, and repair metal structures such as boilers, tanks, furnaces, antipollution systems, and pressure vessels.	46.0598	Slower than Average 23 openings/year $6.30-$18.71/hour	APP		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
CONSTRUCTION LABORERS — Assist skilled workers in their jobs. They unload materials, machinery, and equipment; lift and carry materials and tools; mix or prepare materials; and prepare and clean the work site.	46.9999	Stable 133 openings/year $4.00-$14.60/hour	OJT		None Listed See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE on page 6.
FLOOR & CARPET LAYERS — Measure, mark, cut, and install carpets, rugs, or linoleums. Carpet installers do heavy lifting, do most of their work on their knees, and handle sharp razor blades frequently.	46.0405	Stable 30 openings/year $7.05-$17.30/hour	OJT APP		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
JEWELERS — May design, make, repair and sell jewelry, watches, clocks, and other timepieces. Skilled craftspeople make jewelry by hand using their own designs.	47.0408 47.0602	Stable 56 openings/year $670-$1,950/month	OJT VOC CC COL APP	Metal Design, Instrument, and Watch Repair	CC-10, 17, 26 U-35, 36, 37 PVS-148 VTI-4
MACHINE TOOL OPERATORS — Plan programs to control the machining of metal parts by automatic machine tools using magnetic tape, punched tape, or punched cards. In modern factories, numerical control tool operators use mini-computers to program automatic machine tools.	48.0503	Slower than Average 130 openings/year $6.00-$17.50/hour	OJT HS VOC CC	Machine Technology	CC-9, 10, 13, 14, 16, 18, 22, 25, 26, 29 VTI-1, 2, 3, 4, 5
MACHINISTS — Set up, operate, and service machine tools. Machine tools are large, power-driven machines which drill, grind, shear, or shape metal.	48.0503	Slower than Average 274 openings/year $7.00-$16.25/hour	OJT HS VOC CC APP	Mechanical Technology	CC-9, 10, 13, 14, 16, 18, 22, 25, 26, 29 PVS-159 VTI-1, 2, 3, 4, 5

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
MILLWRIGHTS — Install machinery and equipment in an industrial establishment according to layout plans, blueprints, and other drawings.	47.0301 48.9999	Slower than Average 783 openings/year $7.00-$17.95/hour	OJT HS VOC CC APP	Mechanical Technology	CC-16, 26, 29, 32
MOLDERS — Make non-permanent molds for the casting of metals. Jobs vary because of the different molding processes used such as sand, plaster, shell and wax molding.	48.0502	Slower than Average 26 openings/year $5.20-$13.00/hour	VOC APP		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
OPTICIANS — Measure and fit eyeglasses and grind the lenses according to prescriptions from optometrists and opthamologists.	15.0606 17.0702 17.0705	Stable 35 openings/year $850-$2,175/month	OJT HS VOC CC APP	Optical Dispensing	CC-21, 26
PHOTOFINISHERS — Develop film and print and enlarge pictures. They may operate automatic processing equipment. Also known as Developers or Darkroom Technicians.	48.0206 48.0207	Stable 71 openings/year $3.35-$9.00/hour	OJT HS VOC CC	Printing Graphics Art Photography	CC-21 VTI-2
PRESS OPERATORS — Are responsible for setting up, operating, and maintaining printing presses. They work for magazines, newspapers, publishing houses, and other organizations that do their own printing.	48.0201 48.0208 48.0295	Slower than Average 118 openings/year $4.80-15.75/hour	OJT VOC CC	Printing/ Graphics Art	CC-6, 9, 15, 21, 22, 26 VTI-2
PRODUCTION ASSEMBLERS— Put together manufactured products such as automobiles, appliances, electronic products and machines, as well as their related parts. They may be responsible for one job or a variety of operations.	48.9997	Slower than Average 1170 openings/year $3.35-$10.70/hour	OJT HS VOC CC		CC-11 VTI-3
PRODUCTION PAINTERS AND FINISHERS — Use spray guns, brushes, air brushes, and other painting equipment to apply paint, lacquer, varnish, and other finishes to machines and other manufactured products.	46.0408	Slower than Average 136 openings/year $5.00-$13.50/hour	OJT HS VOC APP		VTI-4
SEWAGE PLANT OPERATORS — Work with sewage treatment, sludge processing, and disposal equipment to control the flow and processing of waste in sewage treatment plants.	15.0504 15.0506	Stable 50 openings/year $1,100-$2,660/month	OJT HS CC APP LIC	Water and Wastewater Technology	CC-14, 24
SEWING MACHINE OPERATORS — Operate single or multiple needle sewing machines or ultratrasonic seaming machines to join, reinforce, or decorate products, such as garments, upholstery, canvas goode, or textiles.	20.0303 20.0397	Stable 428 openings/year $3.35-$10.00/hour	OJT VOC	Power Sewing	VTI-2, 4
TOOL AND DIE MAKERS — Highly-skilled, creative workers whose products, such as tools, dies and special guiding devices, are used by other machining workers to mass-produce metal and plastic parts.	48.0507	Slower than Average 40 openings/year $6.00-$18.00/hour	APP	Mechanical Technology	None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6. Also see **MACHINISTS** — page 16.
WELDERS — Join metal parts using heat and/or pressure to form a permanent bond. They weld parts to manufactured products, or repair broken or cracked parts.	48.0504 48.0508 48.0596 48.0698	Slower than Average 270 openings/year $6.00-$15.25/hour	OJT HS VOC CC APP	Welding	CC-7, 8, 9, 10, 12, 13, 14, 15, 16, 18 23, 24, 25, 26, 29, 32 PVS-55 VTI-1, 2, 3, 4, 5
WOODWORKING MACHINE OPERATORS — Working from blueprints, set up and operate a variety of woodworking machines to surface, cut, shape, and join parts of wood products according to specifications. Depending on the size of the factory, a woodworking machine operator may specialize in only one machine such as router, machine sander, planer, lathe, boring machine, shaper, etc.	48.0799	Slower than Average 145 openings/year $4.00-$13.50/hour	OJT HS APP		CC-10, 21, [illegible]

Mechanics & Repairers

You may consider a career as —
Aircraft Mechanic . . . Auto Body Repairer . . . Auto Mechanic . . . Computer Repairer . . . Equipment Repairer . . . Farm Equipment Repairer . . . Heating-Cooling System Mechanic . . . Major Appliance Repairer . . . Instrument Repairer . . . Maintenance Repairer, General Utility . . . Office Machine Repairer . . . Radio and TV Service Technician . . . Telephone Installer and Repairer . . . Truck/Heavy Equipment Mechanic

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
AIRCRAFT MECHANICS — Are responsible for the safety and efficiency of aircraft. They service aircraft by locating problems and performing needed changes and repairs.	47.0602 47.0607 47.0608 47.0609 47.0692	Stable 137 openings/year $5.00-$18.70/hour	HS VOC CC APP	Aircraft Mechanics	CC-7, 12, 25, 26 VTI-2
AUTO BODY REPAIRERS — Fix damaged fenders, bodies, and other automotive parts by straightening bent frames, removing dents, welding torn metal, and replacing parts too badly damaged to repair.	47.0603 47.0697	Stable 247 openings/year $5.00-$12.25/hour	OJT HS VOC CC	Autobody Repair	CC-10, 14, 16, 23, 25, 26, 29 PVS-159, 206 VTI-1, 2, 3, 4, 5
AUTO MECHANICS — Inspect, maintain, and repair mechanical and electrical parts of automobiles, trucks, buses, and other gasoline-powered vehicles to keep them running properly.	47.0604 47.0606 48.0690 47.0696 47.0698	Stable 860 openings/year $5.00-$15.60/hour	OJT HS VOC CC	Automotive Technology	CC-7, 9, 10, 12, 13, 14, 15, 16, 18, 19, 20, 22, 23, 24, 25, 26, 29, 30, 32 PVS-55, 61, 102, 159, 160, 204, 215, 315 VTI-1, 2, 3, 4, 5
COMPUTER REPAIRERS — Install, maintain, and repair electronic computers and computer related machines, such as magnetic tape readers, high-speed printers, and keypunch machines.	15.0402 47.0104 47.0198	Faster than Average 97 openings/year $1,100-$3,225/month	OJT HS VOC CC	Electrical & Electronics Technology	CC-10, 11, 16, 17, 23, 28, 32 PVS-127 VTI-2, 3, 4
EQUIPMENT REPAIRERS — Repair and service non-electrical equipment such as musical instruments, cameras, and bicycles using specialized power tools and hand tools.	47.0404 47.0496 47.0499	Stable 47 openings/year $5.00-$12.80/hour	OJT HS VOC CC	Equipment Repair	CC-27 VTI-5
FARM EQUIPMENT REPAIRERS — Maintain repair, and overhaul farm equipment used to plant, cultivate, and harvest crops. Many become specialists in certain types of equipment, especially on large farms or in dealership repair shops.	01.0201 01.0204 47.0399	Stable 29 openings/year $5.00-$12.00/hour	OJT HS VOC CC	Agricultural Mechanics	CC-26, 29, 32
HEATING-COOLING SYSTEM MECHANICS —Install, service, and repair air conditioning, refrigeration, and heating units used in homes, schools, and commercial buildings.	15.0501 15.0591 47.0201	Stable 122 openings/year $3.50-$18.50/hour	OJT HS VOC CC	Heating, Air Conditioning, & Refrigeration	CC-17, 26, 30 PVS-77, 93-96, 157, 159, 208, 312, 313, 315, 348 VTI-1, 2, 4
MAJOR APPLIANCE REPAIRERS — Install, service, and repair gas and electrical appliances using hand tools. They may repair refrigerators, ranges, washing machines, hot-water heaters, toasters, or irons.	47.0106	Stable 108 openings/year $5.00-$14.50/hour	OJT HS VOC CC	Electrical and Electronics Technology	CC-26 PVS-60 VTI-1, 4, 5
INSTRUMENT REPAIRERS — Inspect, install, and service delicate instruments and control systems used to measure and regulate machine operations.	15.0404 15.0498 47.0401	Faster than Average 135 openings/year $4.55-$12.80/hour	OJT HS VOC CC	Instrument Repair	CC-16 PVS-183 VTI-1, 4
MAINTENANCE REPAIRERS, GENERAL UTILITY — Keep the machines, mechanical equipment and/or structure of an establishment in repair. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work. In small establishments, may be responsible for maintaining grounds and doing some janitorial work as well.	46.0401 47.0301 47.0498 47.0499	Stable 1,559 openings/year $870-$2,235/month	OJT VOC	Building Maintenance	CC-16, 25, 26, 29, 32 PVS-55 WIAT VTI-1, 3, 4, 5
OFFICE MACHINE REPAIRERS — Maintain and repair all types of equipment used in offices They may service equipment on a regular basis or check and repair defective machines.	47.0102	Stable 50 openings/year $1,000-$2,350/month	OJT HS VOC	Electrical and Electronics Equipment Installation and Repair	WIAT VTI-2, 5
RADIO AND TV SERVICE TECHNICIANS — Are trained in the installation, repair, and maintenance of electronic equipment such as radios, televisions, phonographs, and tape recorders.	47.0196 47.0199	Stable 31 openings/year $5.75/$15.00/hour	OJT HS VOC CC	Electrical and Electronics Equipment Installation and Repair	CC-25 VTI-4

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
COMMUNICATION EQUIPMENT INSTALLERS AND REPAIRERS — Install, maintain, and repair communication equipment and wiring in home, businesses, or central offices of telephone companies.	09.0801 46.0398 47.0103 47.0199	Declining 156 openings/year $1,000-$2,955/month	OJT HS VOC CC	Telephone Equipment Installation Maintenance Technology	CC-9, 20, 25 PVS-159 VTI-2, 4, 5
TRUCK/HEAVY EQUIPMENT MECHANICS — Rebuild, repair, and adjust both wheeled and crawled heavy equipment used in construction, logging, and industrial operations.	47.0605 47.0694	Slower than Average 463 openings/year $5.00-$15.00/hour	OJT HS VOC CC	Diesel Technology	CC-8, 9, 10, 13, 16, 19, 23, 24, 25, 26, 32 PVS-55, 102, 160, 204, 215 VTI-1, 3, 4

Sales

You may consider a career as —

Automobile Salesperson . . . Automobile Parts Clerk . . . Cashier . . . Fashion Merchandiser . . . Grocery Checker . . . Insurance Salesperson . . . Real Estate Salesperson . . . Retail Sales Clerk . . . Sales Manager . . . Sales Representative . . . Salesperson . . . Security Salesperson . . . Travel Agent

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
AUTOMOBILE SALESPEOPLE — Work at automobile agencies selling new and used cars and trucks, compiling information on various models and credit terms.	08.0705 08.0706	Stable Not surveyed $900-$5,000/month	OJT HS VOC CC	Marketing and Sales Training	CC-20, 22, 29, 32 VTI-2, 3, 4
AUTOMOBILE PARTS CLERKS — Receive, store, and sell replacement parts, accessories, tools, equipment, and related supplies in automobile dealerships, repair shops, or parts stores.	08.1203	Stable 328 openings/year $3.35-$10.50/hour	OJT HS VOC CC	Parts Merchandising	CC-16, 25, 26 PVS-159 VTI-2, 4, 5
CASHIERS — Are employed by a variety of businesses to handle payments from customers. Most cashiers receive money, make change, fill out charge forms, and give receipts.	08.0601 08.0797	Stable 2,854 openings/year $582-$1,620/month	OJT HS VOC CC		CC-14, 16, 26, 30 VTI-1, 2, 3, 4, 5
FASHION MERCHANDISER — Promote clothing and accessories for sale by wholesale and retail business outlets or manufacturers. (This occupation is very broad and describes a variety of occupations.)	08.0101 08.0102	Stable Not surveyed $583-$2,500/month	OJT HS VOC CC	Retail and Wholesale Sales	CC-6, 9, 10, 11, 12, 15, 18, 20, 22, 27, 29 PVS-62, 85, 86, 191-199 VTI-1, 4, 5
GROCERY CHECKERS — Handle money received from food store customers.	08.0601 08.0797	Slower than Average Not surveyed $4.50-$12.10/hour	OJT HS VOC CC	Sales	CC-14, 16, 26, 30 VTI-1, 2, 3, 4, 5
INSURANCE SALESPEOPLE — Sell individual and group insurance policies. They provide advice to clients on the type and amount of insurance needed.	08.1001	Stable 319 openings/year $900-$4,000/month	OJT HS COL LIC	Insurance and Business Administration	U-34, 35, 36, 38 PU-39, 41, 42, 46, 48, 49, 50, 51, 52, 54 PVS-300, 301, 302, 332
REAL ESTATE SALESPEOPLE — Rent, buy, and sell property for clients on a commission (percent of sales) basis. Agents work to match prospective buyers with property listed for sale. Most people buy homes when the interest rates are low. For this reason, real estate jobs can be quite slow when the interest rate is high and quite busy when it is low. Some real estate agents supplement their incomes by another part-time job.	06.1701	Stable 195 openings/year $5,000-$30,000 + /year	OJT HS VOC CC LIC	Real Estate	CC-6, 10, 12, 14, 16, 17, 18, 19 22, 27, 31 VTI-2, 5 PVS-332
RETAIL SALES CLERKS — Sell merchandise in a retail store. They may keep a record of sales, prepare inventory of stock, and assist in reordering merchandise.	08.0705 08.0706	Faster than Average 3,409 openings/year $3.35-$8.00/hour (some earn commissions)	OJT	Sales Training	CC-9, 20, 22, 29, 32 WIAT VTI-2, 3, 4
SALES MANAGERS — (Also known as retail store managers) are responsible for planning some or all of the sales activities of a retail store or department. They plan advertising campaigns and sales promotions and hire, train, and evaluate salesworkers. Sales managers also plan schedules and order merchandise.	08.0101 06.1401 06.1497	Stable Not surveyed $1,670-$5,108/month	OJT HS VOC CC COL GRAD	Marketing & Sales Management –	CC-6, 8, 10, 12, 14, 15, 19, 21, 22, 23, 24, 26, 27, 29, 30, 32 U-33, 34, 35, 36, 37 PU-41, 46, 48, 49, 50, 52 PVS-164, 193, 197, 199 VTI-2, 5

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY.	PREPARATION & TRAINING SITES IN WASHINGTON
SALES REPRESENTATIVES — Represent whole sale firms (firms selling in large quantities to others who resell at a higher price) and call on retail, industrial, and commercial firms and institutions in assigned territories to sell various goods and products. Sales representatives must project a professional image to their clients if they want to win their accounts. They also need to be well-organized, manage their time well, and be excellent communicators both orally and in writing.	06.0101 06.1401 08.0705 08.0706 08.0298 08.0798	Faster than Average 1,738 openings/year $12,370-$80,000+/year	OJT HS VOC CC COL	Sales and Marketing	CC-6, 8, 9, 10, 12, 14, 15, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, 32 U-33, 34, 35, 36, 37 PU-41, 46, 48, 49, 50, 52 PVS-164, 179, 191-199 VTI-2, 3, 4
SALESPEOPLE — Sell merchandise to customers using detailed knowledge of the specific characteristics of their merchandise. People who work in stereo shops, fine furniture stores, house furnishings, etc., are examples of retail sales agents.	06.0101 06.1401 08.0705 08.0706 08.0790	Faster than Average 403 openings/year $3.35-$12.00/hour	OJT HS VOC CC	Sales Training	CC-6, 8, 10, 12, 14, 15, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30, 32 PVS-164, 179, 191-199 WIAT VTI-1, 2, 3, 4
SECURITIES SALESPEOPLE — Counsel clients regarding investment opportunities. The client may be an individual, a group, or a business. Security salespeople buy, sell, or transfer stocks and bonds for the client. They may specialize in one area of the economy, dealing mainly with auto, precious metals, oil, or pharmaceutical stocks. Those who deal with agricultural products are called commodity (futures) brokers.	08.0401	Faster than Average 224 openings/year $12,000-$40,000+/year	OJT CC COL LIC	Banking and Finance	CC-27 U-33, 34, 36, 37 PU-41, 46, 48, 49, 50 PVS-177, 178, 307, 332
TRAVEL AGENTS — Assist people in making vacation plans and other trips by arranging transportation and lodging and possible activities. Travel agents use travel manuals, tour package brochures, lodging, airline, and other carrier rate schedules to help clients obtain the most convenient and economical travel opportunity. They rely heavily on computers and microfiche readers. An ability to communicate is essential as well as a desire to work with people. A travel agent's job can be quite stressful during the peak season.	08.1101 08.1104 08.1105	Stable 144 openings/year $650-$1,900/month	OJT HS VOC CC	Travel & Tourism	CC-11, 14, 15 PVS-56, 64, 88, 98, 99, 100, 108-110, 113, 114, 127, 129-131, 141, 155, 162, 190, 191-199, 209-211, 213, 302-322, 361 VTI-1, 2, 4

Science

You man consider a career as —

Aerospace Engineer . . . Agricultural Scientist . . . Air Traffic Controller . . . Animal Caretaker . . . Biologist . . . Broadcast Technician . . . Chemical Engineer . . . Chemist . . . Civil Engineer . . . Computer Programmer . . . Drafter . . . Earth Scientist . . . Electrical Engineer . . . Electronics Assembler . . . Electronics Technician . . . Engineer . . . Engineering Technician . . . Fish and Wildlife Specialist . . . Industrial Engineer . . . Mathematician/Statistician . . . Mechanical Engineer . . . Physicist/Astronomer . . . Soil Conservation Aide . . . Surveyor . . . Systems Analyst

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
AEROSPACE ENGINEERS — Design, construct and test aircraft and missiles. They may be aeronautical engineers, mechanical engineers or electrical engineers.	14.0201	Faster than Average 197 openings/year $1,850-$3,835/month	COL GRAD	Aerospace Engineering	U-36
AGRICULTURAL SCIENTISTS — Work with natural resources and ways to protect, develop and manage them.	02.0101	Stable 13 openings/year $1,250-$3,700/month	COL GRAD	Agricultural Science	U-37
AIR TRAFFIC CONTROLLERS — Regulate air traffic from airport control towers, air route control centers, and flight service stations located throughout the country. Their primary concern is the safe and efficient routing of air traffic.	49.0105	Slower than Average 26 openings/year $8.80-$20.00/hour	OJT CC COL LIC	Aviation Technology	CC-14 U-33 PU-48
ANIMAL CARETAKERS — Responsible for the welfare of animals in zoos, animal hospitals, aquariums, and laboratories.	01.0501 01.0507	Slower than Average 40 openings/year $3.35-$12.60/hour	OJT CC		CC-14, 20

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
BIOLOGISTS — Study all aspects of living matter. Their concerns include the origin, reproduction, growth, function, and structure of all forms of plant and animal life, from large communities to micro-organisms.	26.0101	Stable 87 openings/year $1,460-$3,000/month	COL GRAD	Biology	U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 52, 53, 54
BROADCAST TECHNICIANS — Install, operate, and maintain electronic equipment used to record or transmit radio and television programs. Specialties include transmitter or studio maintenance, audio control, video control, lighting, field recording, and video-tape technicians.	10.0197 48.0297	Slower than Average 15 openings/year $5.50-$16.00/hour	VOC CC	Communications Electronics Technology	CC-21, 22, 27 VTI-2, 4
CHEMICAL ENGINEERS — Apply principles and technology of chemistry, physics, mathematics, engineering, and economics. They analyze procedures, troubleshoot processing problems, do research to develop new processing methods, design equipment and plan layouts of interrelated machinery.	14.0701	Stable 56 openings/year $1,700-$2,700 + /month	COL GRAD	Chemical Engineering	U-36,37
CHEMISTS — Explore the composition and properties of matter and the laws that govern the combination of substances.	40.0501	Stable 34 openings/year $1,475-$4,200/month	COL GRAD	Chemistry	U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 52, 53, 54
CIVIL ENGINEERS — Plan, design, and supervise the construction and maintenance of many kinds of structures and facilities. They work on roads, railroads, airports, buildings, bridges, dams, and other structures.	14.0801 15.0201	Stable 383 openings/year $1,700-$2,980/month	CC COL GRAD	Civil Engineering	CC-7, 8, 10, 12, 22, 23, 25, 28, 29, 32 U-36, 37 PU-41, 48, 50, 52
COMPUTER PROGRAMMERS — Write step-by-step instructions for computers. These instructions, or programs, tell the computer exactly what it must do to solve a problem or perform a job. Programmers work long hours alone, or may work in teams on big projects.	07.0305 11.0201	Much Faster than Average 514 openings/year $1,250-$2,700/month	OJT HS VOC CC COL	Data Processing	CC-7, 9, 13, 17, 23, 24 U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 53, 54 PVS-75, 121, 126, 129-131, 179, 183, 205, 305, 320-322, 349 VTI-2, 4, 5
DRAFTERS — Make detailed drawings of buildings, products, and machinery from sketches and specifications made by engineers, architects, and designers which are used as working plans for engineering, manufacturing, and construction purposes. Because of new technology, drafters increasingly do their work using computer-aided design (CAD) systems.	15.0101 15.0291 15.0805 15.9998 48.0101 48.0102 48.0103 48.0104 48.0197 48.0198	Slower than Average 194 openings/year $960-$2,100/month	HS VOC CC APP	Drafting	CC-7, 10, 12, 14, 15, 17, 18, 19, 22, 24, 25, 28 PVS-119, 158, 160, 315 VTI-1, 2, 3, 4, 5
EARTH SCIENTISTS — Study the history, composition and characteristics of land, oceans, and atmosphere, to increase knowledge of the earth and solve problems.	40.0703	Slower than Average 95 openings/year $1,600-$3,310/month	COL GRAD	Geography	U-33, 34, 36, 37, 38 PU-46, 51, 53
ELECTRICAL ENGINEERS — Design, develop, produce, install, operate, and maintain computer, electrical and electronic equipment.	14.1001	Faster than Average 1,039 openings/year $1,750-$4,100/month	CC COL GRAD	Electrical Engineering	U-36, 37 PU-41, 49, 50, 52
ELECTRONICS ASSEMBLERS — Wire and assemble electronic parts such as capacitors, and transistors into electrical products.	48.9997	Slower than Average 566 openings/year $3.35-$8.50/hour	OJT CC	Electronics Technology	CC-11 VTI-3
ELECTRONICS TECHNICIANS — Construct, re-pair, test, install, modify, operate, or design a variety of production or experimental electrical or electronic equipment. Most specialize in such areas as communication, medical equipment, and research laboratories. Many work on product quality in manufacturing plants.	15.0303 15.0395 15.0397 47.0103 47.0105	Stable 513 openings/year $1,040-$2,500/month	HS VOC CC	Electrical & Electronics Technology	CC-8, 9, 10, 11, 12, 14, 16, 17, 18, 19, 20, 23, 24, 25, 26 PVS-55, 89, 119, 126, 127, 129-131, 144, 158, 159, 183, 205, 315, 320-322, 329, 349, 360 WIAT VTI-1, 2, 3, 4, 5
ENGINEERS — Design equipment and machinery that aid in the solution of medical, agricultural, energy-related or industrial design problems. They also may work in technical sales, systems designing or construction.	14.0101	Stable 531 openings/year $1,500-$3,390/month	COL GRAD	Engineering	U-36, 37
ENGINEERING TECHNICIANS — Assist engineers in the planning, research, and development of engineering projects or products.	15.0201 15.0298 15.0301 15.0302 15.0303 15.0401 15.0403 15.0405 15.0496 15.0594 15.0603 15.0607 15.0805 15.9998 41.0198 41.0201 41.0301	Stable 778 openings/year $1,150-$2,150/month	HS VOC CC	Engineering Technology	CC-7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 26, 29, 32 VTI-1, 2, 3, 4, 5

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
FISH & WILDLIFE SPECIALISTS — Work with natural resources such as soil, water, plants, and animals to produce an environment that supports animal life. This area is very broad and includes such classes as enforcement, fish culture, water quality control, and fish and wildlife research and management.	03.0601	Stable 23 openings/year $1,442-$2,300 + /month	COL GRAD CC	Biological Sciences	CC-13, 19, 26 U-33, 34, 35, 36, 37 PU-53
INDUSTRIAL ENGINEERS — Determine the most efficient and economical methods of using people, machines, and materials in an industrial setting.	14.1701	Stable 136 openings/year $1,700-$3,220/month	COL GRAD	Industrial Engineering	U-33, 34, 38 PU-52
MATHEMATICIANS & STATISTICIANS — Are mathematical specialists concerned with the collection, analysis, interpretation, and presentation of numerical data. Most specialize in such areas as natural science, economics, and engineering.	27.0101 27.0501	Stable 95 openings/year $1,500-$2,900 + /month	COL GRAD	Mathematics and Statistics	U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 52, 53, 54
MECHANICAL ENGINEERS — Are concerned with the design, production, installation, operation, and maintenance of tools, machines, engines, and other mechanical equipment.	14.1901	Stable 420 openings/year $1,600-$2,700 + /month	COL GRAD	Mechanical Engineering	U-36, 37 PU-41, 50, 52
PHYSICISTS/ASTRONOMERS — Physicists seek to increase understanding of the natural laws governing forces, motion, matter, and energy. Astronomers, including astrophysicists, use physics and mathematics to under stand space and the nature of the universe.	40.0201 40.0801	Stable 4 openings/year $1,300-$3,000/month	COL GRAD	Physics and Astronomy	U-33, 34, 35, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 52, 53, 54
SOIL CONSERVATION AIDES — Provide assistance to landowners and operators in applying soil and water conservation practices.	02.0501	Slower than Average Not Surveyed $1,050-$1,750/month	HS VOC CC	Soil Conservation Courses	CC-26
SURVEYORS — Determine the precise location and measurement of points, elevations, lines, and contours of the earth's surface in order to plan construction projects, make maps and charts, and locate property boundaries.	15.0203	Stable 38 openings/year $1,050-$2,600/month	HS CC COL APP	Civil Engineering	CC-12, 19, 25 U-36, 37 PU-41, 48, 50, 52 PVS-315 VTI-1, 4
SYSTEMS ANALYSTS — Examine business procedures or problems, and develop approaches or solutions which can be used by computers. Analysts give their solutions to programmers for translating into step-by-step coded instructions for the computer.	11.0501	Faster than Average 474 openings/year $1,500-$3,100 + /month	COL GRAD	Data Processing	U-33, 34, 35, 36, 37, 38 PU-39, 41, 46, 48, 49, 50, 51, 52, 53, 54

Service

You may consider a career as —

Baker . . . Barber . . . Bartender . . . Chef . . . Child Care Worker . . . Correctional Officer . . . Cosmetologist . . . Dinner Cook . . . Exterminator . . . Fire Fighter . . . Flight Attendant . . . Food Service Worker . . . Funeral Director/Embalmer . . . Garbage Collector . . . Janitor . . . Kitchen Helper . . . Law Enforcement Officer . . . Meat Cutter . . . Restaurant Manager . . . Room Cleaner . . . Security Guard . . . Service Station Attendant . . . Waiter or Waitress

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
BAKERS — Mix dough according to recipes and bake breads, pastries and other bakery goods.	20.0401 20.0402 20.0403 20.0406	Stable 155 openings/year $3.35-$12.00/hour	OJT HS VOC CC	Food Service	CC-8, 9, 11, 12, 16, 17, 18, 21, 22, 23, 24, 25, 26, 29, 32 VTI-1, 2, 3, 4, 5

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
BARTENDERS — Mix and serve alcoholic and non-alcoholic beverages following standard recipes or customers' requests. They work in bars, hotels, private clubs and restaurants.	12.0202	Stable 977 openings/year $3.35-$8.00/hour plus tips	OJT VOC	Food & Beverage Service	PVS-100, 161, 174 VTI-2, 3
CHEFS — Are employed in the preparation and cooking of food, usually in large quantities. They may specialize in a particular type of food.	20.0401 20.0402 20.0403 20.0406	Faster than Average Not surveyed $1,000-$2,500 + /month	OJT HS VOC CC	Food & Beverage Service	CC-8, 9, 11, 12, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 32 VTI-1, 2, 3, 4, 5
CHILD CARE WORKERS — Supervise activities and are responsible for the care, safety and conduct of the children in their charge. They provide for the physical necessities of the children.	20.0201 20.0202 20.0203 30.0204 20.0298	Stable 221 openings/year $580-$1,800/month	OJT HS VOC	Child Day Care Specialist	CC-6, 8, 9, 10, 11, 12, 15, 16, 17, 19, 20, 21, 22, 27, 29, 30, 31, 32 VTI-1, 2, 4, 5
CORRECTIONAL OFFICERS/ADMINISTRATION OF JUSTICE — inmates in prisons and jails by observing them and enforcing rules. Inspect surroundings to ensure security and safety of prisoners. Some officers provide counseling to inmates.	43.0102 43.0105	Stable 237 openings/year $1,550-$2,350/month	OJT HS CC COL	Corrections Law Enforcement And Criminal Justice	CC-6, 9, 10, 12, 14, 15, 16, 18, 19, 20, 22, 23, 26, 28, 29, 32 PVS-91 VTI-5
COSMETOLOGISTS — Perform beauty services such as shampooing, cutting, setting, styling, and straightening hair for customers according to the customers' request or current styles.	12.0403	Stable 881 openings/year $800-$1,600 + /month	HS VOC CC LIC	Cosmetology	CC-7, 12, 21, 22, 25, 26, 29 PVS-57, 318 (See page 35) VTI-1, 2, 3, 4, 5
DINNER COOKS — Responsible for preparing, seasoning, and cooking various soups, meats, vegetables, desserts, and other foodstuffs for the public.	20.0401 20.0402 20.0403 20.0406	Faster than Average 1,785 openings/year $3.50-$8.20/hour	OJT HS CC VOC	Food & Beverage Service	CC-8, 9, 11, 12, 16, 17, 18, 21, 22, 23, 24, 25, 29, 32 VTI-1, 2, 3, 4, 5
EXTERMINATORS — Use chemical solutions, toxic gases, and mechanical traps to rid residential and commercial areas of rodents, insects, birds, and other pests.	20.0699	Stable Less than 10 openings/year $900-$2,200/month	OJT HS VOC		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
FIRE FIGHTERS — Control and put out fires, protect life and property and maintain equipment. They may work as volunteers or employees of cities, townships, or industrial plants.	43.0202 43.0203	Stable 229 openings/year $1,385-$2,650/month	OJT HS VOC CC	Fire Science	CC-26 VTI-4
FLIGHT ATTENDANTS — Perform personal services such as serving food and drinks and explaining emergency procedures so airline passengers enjoy a safe and comfortable flight.	49.0106	Stable 84 openings/year $785-$3,000/month	HS VOC		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
FOOD SERVICE WORKERS — Prepare food and beverages in restaurants, hotels, hospitals, and other establishments that serve food. Depending on the type of food service provided, the worker may specialize in salad, coffee, pantry, sandwich making or assembling food in the kitchen, helping the cook or supplying a food counter.	20.0401 20.0402 20.0403 20.0406	Faster than Average 2,381 openings/year $3.35-$8.00/hour	OJT VOC CC	Food and Beverage Service	CC-8, 9, 11, 12, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 32 WIAT VTI-1, 2, 3, 4, 5
FUNERAL DIRECTORS/EMBALMERS — Arrange and conduct funeral and burial services. They also prepare the body for burial. Funeral directors deal with many people and do a large amount of paperwork.	12.0301	Stable 66 openings/year $1,000-$2,543 + /month	LIC	Mortuary Science	None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
GARBAGE COLLECTORS — Collect trash and garbage along an assigned route. They may drive garbage trucks or work on the loading crew.	49.9999	Stable 92 openings/year $1,350-$2,470/month	OJT		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
JANITORS — Are responsible for keeping rooms, halls, offices, lobbies, and lounges clean and attractive and for providing necessary supplies to the occupants.	20.0604 20.0605	Faster than Average 2,753 openings/year $785-$2,045/month	OJT VOC CC	Custodial Services	CC-16 VTI-1, 2, 5
KITCHEN HELPERS — Keep kitchen work areas, restaurant equipment, and utensils clean and orderly. Some typical duties include loading and unloading the dishwasher, cleaning pots and pans and counter tops, taking trash out of the kitchen area, and cleaning cooking, slicing, and mixing machines.	20.0499	Faster than Average 1,731 openings/year $3.35-$6.00/hour	OJT		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
LAW ENFORCEMENT OFFICERS — Are responsible for law enforcement, protecting life and property, and maintaining public order.	43.0102 43.0107	Stable 273 openings/year $1,500-$2,800/month	OJT HS CC COL UC	Law Enforcement and Criminal Justice	CC-6, 9, 10, 12, 14, 15, 16, 18, 19, 20, 22, 23, 26, 28, 29, 32 U-33, 34, 37 PU-41, 46, 48, 50 VTI-5
MEAT CUTTERS — Prepare meat, fish, and poultry for wholesale and retail trade. Specialists include the butcher who works in slaughtering plants, the meat cutter-jobber who cuts large segments of meat into wholesale cuts, and the meat cutter who reduces the wholesale cuts into retail portions.	48.0402	Declining 127 openings/year $5.00-$13.35/hour	OJT HS VOC	Meat Cutting	None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
RESTAURANT MANAGERS — Are responsible for the serving of food and beverages in restaurants, hospitals, schools, and other institutions. They coordinate the entire business operation for sanitary, efficient, and courteous service.	08.0704 20.0401 20.0402 20.0403 20.0406	Stable Not surveyed $900-$2,100/month	OJT HS VOC CC COL	Food & Beverage Service	CC-8, 9, 11, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 29, 32 U-37 VTI-2, 3
ROOM CLEANERS — Do the daily cleaning of rooms in hotels, motels, and health facilities.	20.0604 20.0605	Stable 1,594 openings/year $585-$1,240/month	OJT VOC CC		CC-16 PVS-310 VTI-1, 2, 5
SECURITY GUARDS — Are responsible for protecting property against fire, theft, vandalism, and illegal entry. They guard buildings and grounds, merchandise, and other valuable property.	43.0109	Faster than Average 1,167 openings/year $3.50-$12.00/hour	OJT VOC	Security Training	CC-9, 10, 16, 26, 32 VTI-2, 3
SERVICE STATION ATTENDANTS — Work at gasoline service stations servicing passenger cars, trucks, and buses with fuel, oil, and accessories. Service station attendants are mostly employed by gasoline service stations, but a considerable number are employed by government bodies and private companies.	08.1206	Slower than Average 190 openings/year $3.35-$5.00/hour	OJT CC	Automotive Mechanic	CC-25
WAITERS AND WAITRESSES — Take customers' orders, serve food and beverages, total checks, and sometimes take payments. Duties vary with the type of food service provided by the restaurant.	08.0905	Faster than Average 3,326 openings/year $3.00-$7.00/hour plus tips	OJT CC	Food & Beverage Service	CC-9, 16, 17, 25 VTI-1, 4, 5

Social Science

You may consider a career as —

Caseworker . . . Clergy . . . Lawyer . . . Legal Assistant . . . Mental Health Counselor . . . Parole and Probation Officer . . . Psychologist . . . Recreation Leader . . . Rehabilitation Counselor . . . Researcher . . . Social Program Planner . . . Social Scientist . . . Social Service Specialist . . . Urban and Regional Planner

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
CASEWORKERS — Provide a multitude of services to help people solve their individual and family problems. Caseworkers specialize in such fields as child welfare, family services, medical, psychiatric and public assistance.	17.0401 17.0402 17.0406 17.0407 17.0410 17.0492 17.0493 17.0494 17.0495 17.0496 17.0497 17.0498	Slower than Average $1,390-$2,585/month	CC COL GRAD	Social Service	CC-9, 11, 12, 15, 16, 17, 20, 21, 22, 23, 27, 28, 31, 32 U-34, 35, 36, 37, 38 PU-42, 46, 48, 52

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
CLERGY — Conduct religious services and perform duties related to beliefs and practices of their faith. An ability to speak and write effectively, and to organize and supervise others is needed. Religious work can be very stressful. Most clergy are on call 24 hours a day, visit the sick in hospitals, counsel their members and perform marriage and funeral ceremonies.	38.0201	Stable 41 openings/year $1,050-$2,585/month	OJT VOC COL GRAD	Religion and Theology	U-33, 37 PU-41, 45, 46, 48, 49, 50, 51, 52, 54
LAWYERS — Research and interpret law to advise clients in legal matters concerning their rights and responsibilities. They handle the settlement of legal problems both in and out of court.	22.0101	Stable 765 openings/year $1,800-$5,700+/month	GRAD LIC	Law	U-36 PU-41, 51
LEGAL ASSISTANTS — Apply knowledge of law and legal procedures to provide assistance to lawyers, clients, and courts. Also known as paralegal assistants, legal investigators, and legal aides.	22.0103	Faster than Average 255 openings/year $1,100-$2,350/month	HS VOC CC COL	Paralegal Technology	CC-9, 10, 11, 15, 20, 21, 23, 26 U-33 VTI-4
MENTAL HEALTH COUNSELORS — Assist individuals, couples and families, to deal with emotional and interpersonal problems.	17.0406 42.0201	Stable Not Surveyed $1,100-$2,475/month	CC COL GRAD	Mental Health Technology Clinical Psychology	CC-20 U-33, 34, 36, 37 PU-48
PAROLE AND PROBATION OFFICERS — Work with legal offenders to help them readjust to society.	43.0199	Slower than Average Not Surveyed $1,200-$2,925/month	COL GRAD	Criminal Science	U-36
PSYCHOLOGISTS — Study the capacities, interests, and behavior of people in order to understand and explain the way they act and respond. They may specialize in a wide variety of areas such as clinical, child, developmental and analytical psychology.	42.0101	Stable 56 openings/year $1,300-$3,880/month	COL GRAD	Clinical Psychology	U-33, 34, 36, 37 PU-48
RECREATION LEADERS — Plan, organize and direct leisure activities for the general public or individual with specific needs. Activities may include arts and crafts, athletics, and dancing.	17.0895 31.0101	Stable 206 openings/year $785-$2,350/month	OJT VOC CC COL	Recreation and Park Management	CC-6, 14, 20, 26 U-33, 34, 37, 38 PU-48, 54 VTI-6
REHABILITATION COUNSELORS — Assist individuals with physical, mental, emotional or social handicaps in adjusting to their handicaps and finding suitable employment.	42.0601 17.0407 17.0401	Stable Not Surveyed $1,100-$2,750	CC COL GRAD	Social Service, Alcohol & Drug Abuse Counselor	CC-9, 11, 12, 16, 20, 21, 22, 23, 27, 28, 31 U-34, 35, 36, 37, 38 PU-46, 48, 50, 52
RESEARCHERS — Carry out studies, gather information and make recommendations for action by administrators.	06.1399	Stable 37 openings/year $1,000-$2,890/year	COL GRAD	Research	U-33, 34, 36, 37, 38 PU-41, 46, 48, 49, 50, 51, 52, 53, 54
SOCIAL PROGRAM PLANNERS — Analyze community needs and design programs to lessen social problems. This occupation includes research, program evaluation, and policy and program planning.	17.0499 44.0701	Slower than Average Not Surveyed $1,350-$1,975/month	COL GRAD	Social and Program Planning	U-33, 34, 35, 38 PU-46, 48, 50
SOCIAL SCIENTISTS — Study human behavior and environmental conditions to obtain information that will assist in solving complex social and environmental problems.	45.0101	Slower than Average 47 openings/year $1,300-$2,670/month	COL GRAD	Sociology	U-33, 34, 35, 38 PU-46, 48, 50
SOCIAL SERVICE SPECIALISTS — Provide professional assistance in the implementation of programs to help people overcome financial, personal, employment, health or family problems.	17.0401 17.0402 17.0406 14.0407 17.0410 17.0492 17.0493 27.0494 17.0495 17.0496 17.0497 17.0498	Stable 730 openings/year $1,200-$2,900/month	CC COL GRAD	Social Science	CC-9, 11, 12, 15, 16, 17, 20, 21, 22, 23, 27, 28, 31, 32 U-33, 34, 35, 36, 37, 38 PU-42, 46, 48, 52
URBAN AND REGIONAL PLANNERS — Plan for the overall growth and improvement of cities, counties, and metropolitan areas.	04.0301 04.0701	Stable 15 openings/year $1,500-$3,000/month	COL GRAD	Urban and Regional Planning	U-34, 35, 36, 37, 38 PU-49

Transportation

You may consider a career as —
Bus and Taxi Cab Driver . . . Freight Handler . . . Forklift Operator . . . Heavy Equipment Operator . . . Local Truck Driver . . . Long Haul Truck Driver . . . Pilot/Flight Engineer . . . Railroad Brake Operator

OCCUPATIONAL DESCRIPTION	CIP NUMBER	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN WASHINGTON	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN WASHINGTON
BUS AND TAXI CAB DRIVERS — Operate buses and cars to carry passengers for a fee. Bus drivers may operate school buses, charter buses or common carriers within a local area. Taxis pick up passengers in response to radio or telephone requests or they may drive around busy areas and watch for customers.	49.0205	Stable 864 openings/year (bus) 44 openings/year (taxi) $5.10-$14.10/hour (bus) $5,000-$12,600/year (taxi)	OJT VOC (bus driver) LIC	Bus Driver Training	VTI-4, 5
FREIGHT HANDLERS — Load, unload, and move baggage, freight, and all types of material. They move items by hand or use equipment such as conveyors, hoists, hand and power trucks, and wheelbarrows.	49.0203	Slower than Average 1,229 openings/year $4.50-$29.55/hour	OJT HS		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
FORKLIFT OPERATORS — Drive trucks or tractors equipped with a forklift, elevating platform, or trailer hitch which push, pull, lift, or stack materials in warehouses, storage yards, or factories.	49.0203	Declining 67 openings/year $5.25-$12.70/hour	OJT HS		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.
HEAVY EQUIPMENT OPERATORS — (also called Operating Engineers) Drive gasoline or diesel-powered tractors equipped with large concave blades used to level earth and clear land for constructing roads or buildings. Heavy equipment operators also work with machines that bore and dig into the ground. They are also employed in asphalt and/or concrete spreading and leveling on roads. They further operate the machines that are used to erect structural and reinforcement steel, as well as those used to demolish buildings.	49.0202	Slower than Average 417 openings/year $4.00-$18.95/hour	OJT HS VOC CC APP		CC-11, 25 PVS-155, 208
LOCAL TRUCK DRIVERS — Drive trucks of all types and sizes to move products and materials from one place to another.	49.0205	Slower than Average 1,057 openings/year $3.50-$16.00/hour	OJT CC LIC	Truck Driving	CC-23, 25 VTI-4, 5
LONG HAUL TRUCK DRIVERS — Drive trucks over established routes to deliver and/or sell products and services to homes, businesses, and vending machines.	49.0205	Stable 888 openings/year $4.70-$17.00/hour	OJT HS VOC CC	Commercial Driver	CC-11, 23, 25, 26 PVS-90, 91, 100, 123, 124, 155, 186, 214, 317, 362
PILOTS & FLIGHT ENGINEERS — Fly airplanes to transport passengers and cargo and perform other tasks such as crop dusting and inspecting power lines. airline, and corporate pilots)	49.0102	Stable 85 openings/year $3,000-$75,000/year (includes cropduster)	VOC CC COL LIC	Commercial Air Pilot	CC-7 PVS-181 VTI-2
RAILROAD BRAKE OPERATORS — Are concerned with the operation of trains and the functioning of equipment such as journal boxes, handbrakes, airbrakes, and couplers.	49.9999	Declining 52 openings/year $1,600-$2,675/month	OJT HS		None Listed—See explanation in "HOW TO USE THE OCCUPATIONAL INFORMATION TABLE" on page 6.

Học Nghề: Một Cơ Hội Mới

Huấn nghệ nằm trong toàn bộ hệ thống giáo dục của tiểu bang Washington. Chương trình này sẽ giúp cho học viên đạt đến một nghề chuyên môn để để kiếm công ăn việc làm và bảo đảm đời sống kinh tế.

Các trường kỹ thuật trong tập nầy hướng dẫn các khoá học nghề hợp với năng khiếu và sở thích của bạn.

Sau đây là một vài ví dụ về những ngành nghề được huấn luyện: y tá, họa viên, thợ mộc, phi công, thợ hàn, thợ máy, đầu bếp, chuyên viên mỹ phẩm, thư ký, chuyên viên điện toán, thợ sửa ống nước, chuyên viên thương mại canh nông, chuyên viên điện biến dữ kiện, nghề văn phòng, chuyên viên điện tử, chuyên viên bào chế. Ngoài sự phát triển chuyên môn của mình, bạn còn có cơ hội học thêm Anh ngữ.

Nếu bạn chính thức cư ngụ tại tiểu bang Washington và bạn muốn kiếm công ăn việc làm chuyên môn đề cập trong tập nầy, bạn có thể đến các trường Đại Học Cộng Đồng hoặc các cơ quan địa phương trong vùng bạn cư ngụ để tham khảo. Mọi dịch vụ tham vấn và hướng dẫn đều miễn phí.

Muốn biết thêm chi tiết xin liên lạc với:

職業教育：一種可選擇的課程

職業教育是本州教育系統中的一個主要部份。這計劃提供你所需的謀職技能以達到經濟上的安定。

教育機構在此公佈中提供多種不同的課程，以適合各人的興趣和技能。

茲將職業訓練項目列舉如下：
護理、繪圖、木工、駕駛、焊工、機械工、廚師、美容師、秘書、電腦技術員、水管工、農藝、電腦程式、文書助理、電子技術、化驗室技術。此外還有改進你技能和學習英語作為你第二語言的機會。

如果你是華盛頓州居民，需要尋求上述所列各種職業機會，即有資格在你所住地區之社區學院或有關社區性機構，獲得免費的職業指導。

如需進一步的資料，請與下列機構聯絡：

직업교육

직업교육은 우리 워싱턴주에 없어서는 안될 교육제도입니다 이 프로그램은 직장을 얻는데 필요한 기술을 가르쳐서 경제적인 안정을 얻도록 하는데 도모하는 것입니다.

이 책자에 실린 교육기관들은 여러분의 취미나 기술에 맞는 여러가지의 과목을 가르칩니다. 그 과목들 중에는 다음과 같은 직업들이 포함됩니다. 간호원. 목수. 조종사. 용접공 자동차수리공. 요리사. 미용사. 비서. 컴퓨터기술자. 배관공. 데타 프로세싱 (Data Processing). 사무원. 전자기술자와 랩 (Lab) 기술자등 이 있읍니다. 이 외에도 성인 기초 교육이나 영어를 배우실수도 있읍니다.

이 책자에 나온 직장이나 직업교육에 관심이 있으시면 워싱턴주 주민이시면 여러분이 사시는 근처에 있는 컴뮤니티 칼리지 (Community College) 나 지역 봉사 센타에서 무료로 이에 관한 상담을 받으실수 있읍니다.

Seattle

Employment Opportunities Center
4726 Rainier Ave. S.
Seattle, WA 98118
(206) 725-8200

Seattle

Employment Opportunities Center
(Refugee Office)
606 Maynard Ave. S.
Seattle, WA 98104
(206) 587-2828

Bellevue

Employment Opportunities Center
15935 N.E. 8th Ave.
Bellevue, WA 98008
(206) 643-2221

Tacoma

Employment Opportunities Center
944 Court E.
Tacoma, WA 98402
(206) 627-5995

ការសិក្សាតាមមុខវិជ្ជាជីវៈ:

ការសិក្សាតាមមុខវិជ្ជាជីវៈ: គឺជាការរួមបញ្ចូលគ្នានៃរបៀបសិក្សា ប្រព័ន្ធអប់រំនៃរដ្ឋរបស់យើង ។ គឺជាកម្មវិធីមួយ ដែលផ្តល់ដល់អ្នកណាម្នាក់ នូវការស្ទាត់ជំនាញ តាមឯកទេសជាចាំបាច់សំរាប់ការងារ ដើម្បីទទួលបានប្រាក់ចំណូលសំរាប់បំពេញក្នុងការរស់នៅ ។

វិទ្យាស្ថានសិក្សាទាំងអស់ដែលរួមបញ្ចូលក្នុងការបោះពុម្ពផ្សាយ នូវមុខវិជ្ជាជាច្រើនប្រភេទ ដែលផ្តល់នូវការជ្រើសរើស [illegible] ក្នុងការជំរើសរបស់អ្នក ។

មុខវិជ្ជាជីវៈ:ទាំងអស់មានដូចតទៅ : វិជ្ជាពេទ្យ គូររូបភាព ជាងឈើ អ្នកបើកបរយន្តហោះ ជាងផ្សារដែក មេកានិច អ្នកចំអិនម្ហូប អ្នកជំនាញសំរាប់លំអរកាយខ្លួន លេខាធិការ អ្នកបច្ចេកទេសខាងកុំព្យូទ័រ ជាងបំពង់ទឹក ធ្វើស្រែចំការ បច្ចេកទេសខាងការិយាល័យ បច្ចេកទេសខាងអេឡិចត្រូនិក និង អ្នកបច្ចេកទេសខាងមន្ទីរពិសោធន៍ ។ មានឱកាសការបង្កើនខាងបច្ចេកទេសផ្សេងៗទៀតផង ហើយនិងរៀនភាសាអង់គ្លេស ។

ប្រសិនជាលោកអ្នកគ្រោងនឹងបន្តរការសិក្សា តាមមុខវិជ្ជាជីវៈ:ទាំងឡាយដែលលោកអ្នកពេញចិត្ត ហើយដែលលោកអ្នកមានទីលំនៅក្នុងរដ្ឋវ៉ាស៊ីនតោន លោកអ្នកនឹងអាចទទួលការពន្យល់ណែនាំដោយឥតគិតថ្លៃពីសាលារៀន ក្នុងតំបន់របស់លោកអ្នកនៅជិតបំផុត ។

ពត៌មានបន្ថែម សូមទាក់ទងតទៅ :

Educación Vocacional: Una Alternativa

La educación vocacional es una parte integrante del sistema educacional de nuestro Estado. Es un programa que ofrece los conocimientos prácticos necesarios para un empleo y para lograr seguridad económica.

Las instituciones educacionales incluídas en esta publicación, dan a conocer una variedad de ofertas de cursos que se ajustan a sus intereses o conocimientos prácticos.

Las que siguen son algunas ocupaciones que están incluídas: cuidado de niños, ilustrador, carpintería, pilotaje, soldador, mecánica, cocina, cosmetología, secretariado, técnica en computación, plomería, negocios de agricultura, procesamiento de información, instructor, técnico- electrónico y técnico de laboratorio. Existen tambien oportunidades para mejorar conocimientos básicos y aprender inglés como segundo idioma.

Si usted desea averiguar sobre las oportunidades de carreras u ofrecimiento de cursos incluídos en esta publicación y es residente del Estado de Washington, usted es elegible para recibir información gratuita y consejo de carrera procedente del colegio de la comunidad u organización de base de su localidad.

Para información adicional por favor comuníquese:

Seattle

Washington Human Development
Center for Employment Training
(C.E.T.)
4636 East Marginal Way S.
Suite 108
Seattle, WA 98134
(206) 762-5192

Yakima

504 North Naches St., #1
Yakima, WA 98901
(509) 453-6671

Sunnyside

1614 Eastway
Sunnyside, WA 98944
(509) 837-8363

Toppenish

5 North A
Toppenish, WA 98948
(509) 865-3962

Pasco

205 South Wehe
Pasco,WA 99301
(509) 545-4350

Moses Lake

1020-B West Ivy Ave.
Moses Lake, WA 98837
(509) 765-1977

Wenatchee

103 South Mission
Wenatchee, WA 98801
(509) 662-6211

Mount Vernon

1619 South Second Street
Mount Vernon, WA 98279
(206) 336-6507

EDUCATIONAL OPPORTUNITIES

Most residents of Washington State complete four years of high school through their local public school system. Programs include required courses in English, social studies, math, and sciences. Classes also may be available in vocational areas.

Many occupations listed in this career guide require some proof that you have completed a high school program.

If you are an adult and have not completed the traditional high school program, there are two ways that you can get a high school diploma or its equivalent:

1) *The General Education Development* (GED) Test is a six-hour test to determine your ability to read at the high school level, to understand what is read, and to solve practical problems based on the reading. If you pass the test, you will receive a high school equivalency certificate which most employers and schools will accept as comparable to a high school diploma. The test is offered at 58 GED testing centers throughout the state. All vocational-technical institutes and community colleges offer GED preparation classes. A number provide these free of charge.

2) *The Adult High School Completion Program* provides services to adults through community colleges and vocational-technical institutes. You can earn the credit you need for a high school diploma on a part-time basis. If you are 19 years of age or older, there is no charge at the community colleges for these courses. The Adult High School diploma provided by the community colleges meets the state minimum graduation requirements of the State Board of Education and the Office of the Superintendent of Public Instruction.

For adults who do not have the basic skills needed for the Adult High School Completion Program, the *Adult Basic Education Program* (ABE) offers instruction in reading, writing, and math at grade levels one through eight. All vocational-technical institutes and community colleges provide Adult Basic Education programs at their local campuses and at many outreach programs. For more information on these programs, contact the adult or continuing education director at your local community college or vocational-technical institute.

CHOOSING A VOCATIONAL SCHOOL

Specific career training is available through a community college, a vocational-technical school, or a private vocational school. Each has strong points. The community colleges and the vocational-technical schools offer vocational training at a lower cost, while the private schools offer a quicker completion period and allow you to enter the labor market sooner. A post-secondary education can be an excellent investment. However, before enrolling, you should analyze your skills and talents, gather information about present and future job markets, and seriously investigate the school you are thinking about attending.

Vocational education training opportunities in the state of Washington are practically unlimited. Public education offers nearly 1,250 vocational education programs leading to employment in more than 300 different occupations. In addition, many of these programs offer a variety of options.

There are also over 250 private schools that offer vocational training in more than 100 occupations. Community-based organizations provide training opportunities too, and so do the military and apprenticeship programs.

To help you with your search, we have provided some questions to assist you in your decision. Your answers should help you recognize a quality school and program.

Questions to Help You Choose a Quality School

1. **What is the school's placement record?**

   The federal government requires schools to reveal placement rates if the school is involved in the Federal Student Loan program. Ask for information specific to the school. Don't use general regional or national data as an indication of how well a specific school places its students. Remember, a school cannot guarantee you a job upon graduation; only an employer provides jobs.

2. **What are the completion rates of their students?**

   If many students drop out, is it because they find the program not up to their expectations, or are they able to find jobs even before they complete formal training?

3. **Do you also have to obtain a state license or be bonded before practicing this occupation?**

   Know what the state licensing and bonding requirements for an occupation are before talking to school officials. See page 30 for the telephone number and address of the agency responsible. If a certain level of education or training is required, does the school program meet these requirements?

4. **Is the school itself licensed, registered and/or accredited?**
   The schools must meet minimum requirements for facilities, teachers, and programs in order to operate. The Washington State Private Vocational School Act governs the operation of private schools. Degree-granting schools are required to be registered with the Higher Education Coordinating Board; non-degree granting educational institutions must be registered with the State Board; for Vocational Education; cosmetology and barbering schools are licensed by the Department of Licensing.

5. **Are facilities and equipment up to date?**

   Ask to sit in on a class or take a tour of the school. Schools with good facilities will be happy to show off their equipment.

6. **Does the program in which you are interested have an advisory committee made up of individuals representing that business or industry? Can you have a list of their names and addresses?**

   Check with these individuals to determine how often the advisory committee meets and how much influence they have on the program. When talking to these people, remember they are prospective employers!

7. **Have you considered all costs, since there may be many costs added on to the tuition?**
8. **If money is paid in advance, is there a guaranteed refund if the school quits business before your program of study is complete? If the school is a public school, what are their refund policies?**
9. **What extra services are provided by the school, such as counseling and placement help?**
10. **Can I start class immediately or is there a waiting list? If there is a waiting list, how soon can I start my training? What am I required to do while waiting to start class?**
11. **Is the school accredited? Will the credits you receive be accepted by other institutions should you want to change schools?**

Comparing vocational schools is like choosing among any set of alternatives. You must use common sense and gather your own information to know if the school offers you what you need for the time and money you invest.

Be sure as you explore career possibilities that you ask employers about their attitudes toward the background the school could provide. If you have a particular school in mind, ask your career contacts if they would hire someone trained at that school?

PRIVATE VOCATIONAL SCHOOLS

Private vocational schools are seen by many as offering useful alternatives to traditional public institutions. Frequent starting dates, flexible scheduling, small classes, and student-centered teaching techniques make these schools attractive. Organized as independent businesses, such schools must be licensed to operate or to make offers of training within Washington State. As of January 1988, 195 in-state schools and 30 out-of-state institutions were licensed to recruit Washington residents. In addition, about 68 cosmetology schools offer training in Washington communities under authority of the Washington Department of Licensing and a small number of degree-granting private vocational institutions report to the Higher Education Coordinating Board.

In-state schools offer about 150 different kinds of job preparation as indicated in the *Occupational Information Tables*. They train approximately 22,000 students annually. By comparing only direct tuition charges, it may appear that costs at private vocational schools are much higher than public institutions. However, students often complete concentrated programs at private schools in one-half or less time, compared to similar public offerings. Students thus (a) reduce investments in subsistence, transportation, child care, and other personal expenses by as much as 50 percent overall and (b) many will have begun paid employment much sooner than persons completing longer public programs. Enrollees should compare total costs of education, not tuition alone.

Making training AFFORDABLE is vital to such schools. Many forms of financial assistance are available. Access to federal financial aid at accredited private vocational schools operates under the same grant and low-interest loan provisions that apply to accredited two and four-year colleges and universities.

If your career interests focus on a particular vocational program listed, communicate directly with the offering school and get answers to all your questions prior to making final decisions. Questions of a general nature can also be directed to:

Washington Federation
of Private Schools
8610 N.E. 169th Street
Bothell, WA 98011
(206) 488-4845

PUBLIC SCHOOLS

THE HIGH SCHOOL SYSTEM

There are approximately 300 school districts in Washington. Two hundred forty-two (242) of these are high school districts. Two hundred thirty-eight (238) offered vocational education to 137,705 students. This figure includes those individuals enrolled in programs in the area high schools and the vocational skills centers described below.

The major goal of vocational education in the common school system continues to be that of providing students with a salable skill for immediate employment upon exit from school, as well as providing for upgrading the skills of those currently employed. Vocational education training is offered in agriculture, business and office occupations, distributive education, home and family life education, trade, industry, technical and health occupations education. Further information is available at your local school.

SKILLS CENTERS

Of growing importance in Washington's vocational education program are the vocational skills centers.

A vocational skills center is a regional vocational training facility for high school students operated under cooperative agreement by two or more participating school districts. Eight skills centers are now open in different parts of the state serving over 3,250 students in 1983-85, from approximately 50 cooperating school districts.

These centers provide specialized vocational training programs that districts or schools might not otherwise be able to offer individually. Programs are open to students from each of the participating school districts. By combining resources, school districts can offer more varied training opportunities than a small district or school could alone. By serving a region, a center draws upon a larger student population, increasing the chances for attracting the enrollment necessary for an appropriate program. Shared facilities offer a cost-effective means of increasing the training opportunities available to students beyond their own school program while allowing them to maintain their identity with their home school.

Students spend half the day at their sending school, the other half at the vocational skills center. The vocational programs at a vocational skills center are operated on a three-hour block basis. Training is focused on the skills and knowledge necessary for employment and is provided in a setting that resembles conditions found in industry. Instructors are certified on the basis of their success in industry and their ability to teach students.

For further information concerning Washington's vocational skills centers or inter-district Cooperatives, call or write:

CLARK COUNTY VOCATIONAL SKILLS CENTER
12200 N.E. 28th Street
Vancouver, WA 98662
Telephone (206) 256-6079

HIGHLINE OCCUPATIONAL SKILLS CENTER
18010 - 8th Avenue South
Seattle, WA 98166
Telephone (206) 433-2524

KITSAP PENINSULA VOCATIONAL SKILLS CENTER
101 National Avenue North
Bremerton, WA 98310
Telephone (206) 478-5083

NEW MARKET VOCATIONAL SKILLS CENTER
7299 Armstrong Lane
Tumwater, WA 98501
Telephone (206) 786-6490

SNO-ISLE VOCATIONAL SKILLS CENTER
9001 Airport Road
Everett, WA 98204
Telephone (206) 353-8810

SPOKANE AREA VOCATIONAL SKILLS CENTER
4141 North Regal Street
Spokane, WA 99207
Telephone (509) 458-3363

TRI-CITY AREA VOCATIONAL SKILLS CENTER
5929 West Metaline
Kenniweck, WA 99336
Telephone (509) 735-8790

YAKIMA VALLEY VOCATIONAL SKILLS CENTER
1116 South 15th Avenue
Yakima, WA 98902
Telephone (509) 575-3436

WASHINGTON INSTITUTE OF APPLIED TECHNOLOGY

The Washington Institute of Applied Technology (WIAT) was created during the 1987 session of the Washington State Legislature. WIAT is a public, non-profit corporation directed by a twelve member board appointed by the governor. WIAT is designed to provide technical training services that respond to business/industry needs.

VOCATIONAL-TECHNICAL INSTITUTES

The single purpose of a vocational-technical institute (VTI) is job training designed to prepare persons 16 years of age and older to either enter, continue in, upgrade or retrain themselves for the jobs that are shown to exist.

Training is designed according to the skills and knowledge considered necessary for successful employment. Course length is determined solely by the time needed to become employable. Instructors are recognized experts from their respective occupational fields.

Washington currently has five vocational-technical institutes which annually serve approximately 103,025 people of all ages, 16 and older, offering 158 specialized vocational training programs and the related training for apprenticeable trades.

Entrance requirements are kept to a minimum for most programs as determined by the state and the specific industry. Desire for job placement or upgrading is the main requirement.

Most programs are "open-entry /open-exit" which allows students to enroll any time a vacancy exists. These programs provide trained people for employment throughout the year.

Programs vary in length from a few weeks to a maximum of two years, depending solely upon job requirements. Vocational-technical institutes are locally controlled which provides flexibility allowing for rapid response to local job market needs. This is of increasing importance as shifting economic and industrial conditions demand the upgrading and retraining of many workers as well as creating new opportunities for entry-level workers.

Assistance in student selection of occupational choices is provided through the Washington Occupational Information System (WOIS). WOIS presents information on job duties, employment outlook, earnings, training requirements, and career ladder opportunities for over 300 occupations.

Secondary vocational programs cover the fields of agriculture, distributive education, health, home economics, business and office, and trade and industry. Cooperative education (coop) is available in each of these areas. Vocational programs are offered in over 400 Washington school districts. Business and industry representatives continuously monitor vocational education through participation on state/local advisory committees, program planning processes, cooperative work/study programs, economic development activities, and the state's business industry-education partnerships.

Additional information on vocational education programs is available by contacting local high school counselors, vocational directors, Career Education Planning District (CEPD) coordinators or community colleges.

COMMUNITY COLLEGES

The community colleges in Washington State provide a wide range of educational opportunities beyond the high school level. Each campus offers students something no other postsecondary school provides: the ability to mix vocational training with many other kinds of education.

Programs offered by community colleges usually fall into three categories:

1) **LIBERAL ARTS AND PREPROFESSIONAL PROGRAMS** include introductory courses in such areas as dentistry, education, law, medicine, and sociology. The programs are designed primarily to provide transfer credit to four-year colleges. An associate of arts degree is awarded on completion of the program.
2) **VOCATIONAL-TECHNICAL PROGRAMS** prepare students for employment in a variety of occupations in health, business, mechanical, and technical fields. A certificate or an associate degree is awarded when the student completes either a one- or two-year program.
3) **APPRENTICESHIP INSTRUCTION** is offered as requested by local industry. It is available primarily to students already employed in the sponsoring industry.

The highest degree given by a community college is an associate degree.

Requirements for admission differ from one college to another. Many require high school graduation or a GED test certificate. For an adult with no high school degree, the community college offers a high school completion program. If a person has difficulty with reading or math, there are special kinds of help available to overcome these problems. You can limit your training to purely job-related subjects, or you can add to it with other kinds of courses if they interest you. You can enroll at any time and leave when you believe you have job skills in any of over 160 different community college vocational programs. You can register in most others at the beginning of any quarter. Some of the more popular vocational programs do have a waiting list. You may enroll in the college and take related courses until your name reaches the top of the waiting list, if you wish. Tuition costs for college district residents average $286 per academic quarter. For non-residents, the average cost is $1,127 per quarter.

Financial Aid offices are available at each community college to help students qualify for scholarships, loans, and grants, particularly students who are in need. Colleges also help students find part-time jobs.

For a list of community colleges in Washington see page 32.

COLLEGES AND UNIVERSITIES

Washington's public and private four-year colleges and universities offer bachelor's degrees in major areas ranging from computer science to forestry. Most programs generally include two years of general study and two years of study in a major area. More than half of the state's colleges and universities also offer occupational programs that grant either an associate degree or certificate when the program is completed. These programs may take only two years to complete.

There are several private two-year colleges in Washington which offer associate degrees, and college transfer programs can usually be arranged. Most of these schools specialize in one area such as business, technology, or religion. Admission standards differ. Some schools are very selective. Others have "open door" policies which means there are no special requirements. Most schools do require certain scores from the American College Testing (ACT) exam or the Scholastic Aptitude Test (SAT).

Tuition and fee charges for undergraduate in-state students at public colleges and universities range from $1,272 to $1,731. Tuition costs at private colleges and universities are usually higher and vary widely.

For a list of public four-year colleges and universities in Washington, see page 32.

For a list of private colleges in Washington, see page 32.

GRADUATE AND PROFESSIONAL SCHOOLS

Most of Washington's four-year colleges and universities offer post-graduate degree programs in various professional fields leading to master's degrees, doctoral degrees, or professional degrees.

The academic and research-based training in graduate and professional schools is geared to employment in upper-level management, research, and professional occupations. Professional degrees are in the areas of medicine (osteopathic, human, veterinary, dentistry), law, and theology.

The time required to complete a post-graduate degree differs according to level (master's, doctorate, professional) and field of study.

TRAINING OPPORTUNITIES

ON-THE-JOB TRAINING — OJT

Some employers provide their own training programs in the form of on-the-job (OJT) training which may involve classroom instruction in addition to close supervision at the work place. Many public-funded training programs also include OJT.

The programs, which can last up to six months, may teach the skills necessary to do the job or may just help you to become familiar with the employer's system. During on-the-job training, you are paid regular wages. For more information on training programs, contact individual employers.

CAREERS THROUGH APPRENTICESHIP

Apprenticeship is a voluntary system of training in occupations that require a diverse range of skills and knowledge, as well as maturity and independence of judgment. It involves planned day-by-day training on the job and experience under proper supervision, combined with technical studies in subjects related to the occupation. Apprenticeship training leads to careers such as emergency medical technician, computer numerical control machinist, sound communication and electronic control technician, water pollution control plant operators or hydro-mechanics, carpenter, electricians and machinist.

Apprenticeship gives men and women, through instruction and experience both on and off the job, all the practical and theoretical aspects of the work required in a skilled occupation.

Through rotation from one division of work to another, accompanied by related technical instruction, apprentices acquire additional skills, master the application of those already learned, and develop independence of judgment. This system enables apprentices to be productive during their entire period of training.

Most apprenticeship terms are from one to five years, depending upon the occupation involved. To master a particular trade, an apprentice must learn and perfect each skill and bring those skills up to the speed and accuracy required of the job.

Apprenticeship training is used in a wide variety of industries and occupations. Each program is administered by a training committee made up of employee and employer representatives and is registered with the Washington State Apprenticeship and Training Council. The Committee determines specific entrance requirements, screens applicants, and monitors the training of the apprentice.

YOU AND THE PROGRAM

Once you have been selected as an apprentice, a written agreement is made which includes the length of the training program — when it begins and ends; a description of the training to be given; and the wages you will receive and other general conditions of employment.

You will work with and learn from skilled craftspersons. As an apprentice, you will be supervised by these craftspersons. These craftspersons are very competent or skilled in their particular trades and have earned the title of journeyperson or master.

You must also take related training or gain additional knowledge of your craft. Related training classes may be in a public or private school. If such courses are not locally available, they can be taken through home study or a correspondence course. These required courses are in addition to the practical training you receive during your regular work day as an apprentice. Through on-the-job experience and related training, you will eventually become a skilled craftsperson.

EARN WHILE YOU LEARN

During the apprenticeship, you will work as a full-time paid employee of the company. You will be paid a beginning hourly rate of 50 percent of a fully qualified worker's rate and will receive regular increases. The employer or sponsor also pays for expenses required in connection with related classroom training at vocational schools or community colleges. Some apprenticeship sponsors conduct their own instruction or use supervised correspondence courses.

Qualifications may vary from one apprenticeship to another but may include a minimum age requirement, usually 18 years old; mechanical and mathematical aptitude tests; high school diploma or GED; health requirements; and previous work experience.

There are special pre-apprenticeship programs available to help prepare groups such as women and minorities who were not previously encouraged to apply for apprenticeships.

For more detailed information about apprenticeship programs in your area contact:

APPRENTICESHIP AND TRAINING SECTION

Department of Labor and Industries

Olympia	(206) 753-6311
Tacoma	(206) 593-2339
Seattle	(206) 281-5511
Mount Vernon	(206) 428-1350
Spokane	(509) 456-2923
Kennewick	(509) 735-0104

BUREAU OF APPRENTICESHIP AND TRAINING

U.S. Department of Labor

Seattle	(206) 442-4756
Tacoma	(206) 593-6333

For information regarding apprenticeships available in the Armed Forces, contact your local Armed Forces Recruiter.

STEPS IN BECOMING A JOURNEY-LEVEL WORKER THROUGH APPRENTICESHIP

The procedure listed here is what may happen if you decide to become an apprentice.

1. You may contact your local Washington State Apprenticeship and Training representative, the U.S. Bureau of Apprentice, or inform your employer of your wishes. They will discuss with you the qualifications and demands of the job and will help you determine if you are genuinely interested in becoming an apprentice. You will be told that you may need to take a general aptitude test and pass it with a satisfactory score, and that you may need to pass a physical examination that meets the requirements of the occupation.
2. If you meet all these qualifications, your next step would be an interview with the Apprenticeship Training Committee. The committee will further help you decide if an apprenticeship is really for you. If you are selected for training, your name is then placed on a list with other apprentices. Your name will appear on the list according to the committee's final evaluation.
3. When work becomes available, you will be called. Prior to reporting to work, you will be required to sign an "Apprenticeship Agreement" card. This card registers you with the state as an apprentice.
4. Most apprenticeships have a probationary period. If you satisfactorily complete your probationary period, if you finish the necessary classroom training, and if you meet all the other requirements of the terms of your apprenticeship agreed upon when you were first indentured, you may reach JOURNEY LEVEL.

LICENSING — ANOTHER CONSIDERATION

Certain jobs in Washington require you to be licensed by some local, state, or federal agency. By requiring a license, the agency is able to make sure that you have the proper education and experience to provide certain services and/or products to the public. A license also provides a way for the agency to make sure that workers in certain fields perform their work in an ethical and professional manner. Licensing is a means of protecting the public.

Licensing requirements differ from one occupation to another but may include certain levels of education, on-the-job experience, passing an examination, or a combination of the three. Workers in some occupations are only required to register with the specified agency.

A bond is an insurance contract by which a bonding agency guarantees payment of a specified sum to an employer in the event of a financial loss caused by the act of an employee. Generally speaking, anyone handling other peoples' property or money must be bondable. The bonding agency reviews applicants' backgrounds to determine if they qualify. This is one reason to maintain a good reputation at all times. You never know when you will need it.

If you are interested in an occupation that requires a license, it is a good idea to check requirements before you enter any educational or training program. Licensing is regulated by a number of local, state, and federal boards and agencies. Those occupations which are licensed are noted in the suggested Education and Training column of the Occupational Information Table. For additional information on the licensing of a specific occupation, see WOIS, or contact:

Department of Licensing
Highways-Licenses Building
Mail Stop PB-01
Olympia, WA 98504
(206) 753-6918

Finding information on bonding may be more difficult. There is no single state agency that can provide such information. There are, however, three places to start. They are:

1. the instructor of the program in which you plan to enroll,
2. the agency listed above, or
3. any employer that hires individuals with skills you plan to acquire.

OCCUPATIONS REQUIRING LICENSING IN WASHINGTON STATE

Accountant
Aeronautic/Astronautic Engineer
Airplane Pilot
Architect/Architectural Landscape
Auctioneer
Barber
Boilermaker
Chemical Engineer
Chiropractor
Civil Engineer
Construction Inspector
Cosmetologist
Counselor (School and Marriage)
Debt Adjuster
Dental Hygienist
Dentist
Detective
Dispensing Optician
Electrical and Electronics Engineer
Electrician
Elementary School Teacher
Elevator Constructor
Emergency Medical Technician
Fire Arms Dealer
Forester, Registered
Funeral Director (Mortician)
Guard
Health Administrator (Nursing Home)
Hearing Aid Fitter
Industrial Engineer
Landscape Architect
Licensed Practical Nurse
Massage Operator
Master, Mate and Pilot
Mechanical Engineer
Metallurgical Engineer
Midwifery
Mining Engineer
Notary
Nursing Home Administrator
Occupational Therapist
Optometrist
Petroleum Engineer
Pharmacist
Physical Therapist
Physician
Physician Assistant
Podiatrist
Psychologist
Real Estate Agent
Registered Nurse
Stockbroker
Surveyor
Veterinarian/Technician

HOW TO AFFORD EDUCATION AND TRAINING PROGRAMS

FINANCIAL ASSISTANCE

Whether you want to become a doctor or an auto mechanic, a teacher or a teacher's aide, financial assistance is available to help pay the educational bill for those who need it. The federal and state governments, colleges, and a wide variety of private organizations are all potential sources of financial aid.

Because the demand for student aid exceeds the supply of dollars available, most financial aid programs are limited to students who can show that they need money according to to a nationally accepted formula. If you can demonstrate a need, chances are that you will qualify for some kind of financial aid no matter what your age might be or what kind of training you might be interested in.

TYPES OF AID

There are basically four types of financial aid funds:

- **Scholarships:** non-repayable gift aid, usually based on financial need and academic performance.
- **Grants:** non-repayable gift aid, usually based on financial need alone.
- **Loans:** money that must be repaid after leaving school, usually based on financial need.
- **Work-Study:** part-time work during the school year and full-time work during school vacations

If you apply and qualify for financial aid, you will likely receive a "package" of aid made up of several of these types of aid.

HOW TO APPLY

The first step is to get the financial statement form required by the school you plan to attend. These forms are available from the school's financial aid office or any high school guidance office. The forms help determine how much aid you will need.

REMEMBER:

— applying for financial aid takes time, don't put it off until the last minute. Check with the school you want to attend regarding when to apply.

— you have to reapply every year.

If you need help in filling out the forms, contact the financial aid office of the school you are planning to attend. Once the school receives the necessary forms, they will be able to put together a financial aid package for you. Also, don't forget to apply for admission as well as financial aid. Schools will generally check on your admission status before they begin packaging any financial aid.

BASIC SOURCES OF STUDENT FINANCIAL AID

	Type of Aid	Need Based	Interest Rate	Source of Funds	Yearly Amounts
GRANTS	Pell Grant	YES		Federal	$200-$2,100
	Supplemental Education Opportunity Grant (SEOG)	YES		Federal	$200-$2,000
	Washington State Need Grant (WSNG)	YES		State & Federal	$330 or 870
	Tuition Waver	YES		State	Cost of Tuition
LOANS	National Direct Student Loan (NDSL)	YES	5%	Federal Institutional	Undergrad: $3,000 to $6,000 total Graduate: $12,000 total including undergrad
	Nursing Student Loan (NSL)	YES	6%	Federal Institutional	$200-$2,500
	Health Professions Student Loan (HPSL)		9%	Federal	$2,500 + tuition
	Washington Guaranteed Student Loan (WGSL)	YES	8%	State/Federal Lender	Undergrad: $2,500-$12,500 Graduate: $5,000-$25,000
	PLUS (Auxiliary) Loan		12%	State/Federal Lender	$3,000 Dependent Undergrad/Graduate $2,500 Independent/Undergrad
SCHOLARSHIPS	National Merit Scholarship[a]			Federal/Private Sector	
	National Achievement[b] Scholarship			Federal/Private Sector	
	ROTC Scholarships[c]			Armed Services	
	Institutional			Institutional	Variable
WORK	College Work-Study (CW-S)	YES		Federal	Variable
	Cooperative Education			Institutional	Varies with Education Program
	State Work-Study	YES		State	Variable

Available for the 1987-88 school year.

(a) Based on achievement, including Preliminary SAT and National Merit Scholarship Qualifying Test (NMSQT) scores.

(b) For outstanding black students who qualify with PSAT and NMSQT scores.

(c) ROTC scholarships offered by Air Force, Army, and Navy at designated colleges, based on student SAT and ACT test scores. Contact nearest military recruiting office for more information.

SOURCES OF INFORMATION ON GUARANTEED STUDENT LOANS AND STATE STUDENT AID WASHINGTON GSL: WASHINGTON STUDENT LOAN GUARANTY ASSOCIATION, 500 Colman Building, 811 First Avenue, Seattle, Washington 98104 (206) 625-1283 or toll-free 1-800-562-3001.

SOURCES OF FINANCIAL AID

WAVE SCHOLARSHIPS FOR VOCATIONAL STUDENTS

Each year the Washington Award for Vocational Excellence (WAVE) is presented to up to 147 vocational-technical students in Washington State. Winners of the WAVE receive two-year tuition and fee waivers at any of the state's public universities, community colleges, or vocational-technical institutes. YOU could be a WAVE winner for this year!

The Washington State Legislature established the WAVE Award in 1984 to honor students who excel in vocational-technical education and to recognize the value of vocational education and its contribution to the economy of the state. It is the only program of its kind in the nation. Students are eligible for the Award if they graduate from high school with two years in a vocational program or complete a vocational program in a community college or vocational-technical institute. The Award year runs from July 1 to June 30. Up to three WAVE winners are selected in each legislative district on the basis of proficiency in the student's chosen field, attendance, attitude, character, leadership, and civic contributions.

Each school may submit one candidate — or 1 percent of its vocational students graduating or completing programs during the Award year. While nominations may be initiated from any source, each must be accompanied by an evaluation form completed by your vocational instructor.

The WAVE program is administered by the Washington State Council on Vocational Education, in Olympia, Washington. If you are interested in competing for the WAVE Awards, talk to your vocational teacher. Nominations for Awards are due to your school's WAVE Coordinator by March 1. Winners are announced in May.

Pell Grants provide money to help undergraduates pay for their education after high school. The Pell Grant Program is the largest of the federal student aid programs. For many students, these grants provide a "foundation" of financial aid to which aid from other federal sources may be added. Unlike loans, grants do not have to be paid back.

A ***Supplemental Educational Opportunity Grant (SEOG)*** is an award of money to help you pay for your education after high school. It is for undergraduates only, and it does not have to be paid back.

The ***College Work-Study (CW-S) Program*** provides jobs for undergraduates and graduate students who need financial aid. CW-S gives you a chance to earn a part of your educational expenses.

A ***Guaranteed Student Loan (GSL)*** is a low-interest loan made to you by a lender such as a bank, credit union, or savings and loan association to help you pay for your education after high school. These loans are insured by either the federal government or the guarantee agency in your state.

For new borrowers, the interest rate is 8 percent.

A ***National Direct Student Loan (NDSL)*** is a low-interest (5 percent) loan to help you pay for your education after high school. These loans are made to undergraduate and graduate students through the financial aid office at their schools. Check at that office to find out if your school takes part in the NDSL Program. These loans must be repaid.

WIAT

Washington Institute of Applied Technology (WIAT)
315 22nd Ave. S.
Seattle, WA 98144
(206) 587-5050

VOCATIONAL-TECHNICAL INSTITUTES

1. **Bellingham Vocational-Technical Institute**
   3028 Lindbergh Avenue
   Bellingham, WA 98225
   (206) 676-6490 SCAN 522-6490
2. **Clover Park Vocational-Technical Institute**
   4500 Steilacoom Boulevard, S.W.
   Tacoma, WA 98499
   (205) 584-7611 SCAN 221-7611
3. **Lake Washington Vocational-Technical Institute**
   11605 - 132nd Avenue N.E.
   Kirkland, WA 98034
   (206) 828-5600
4. **L.H. Bates Vocational-Technical Institute**
   1101 South Yakima Avenue
   Tacoma, WA 98405
   (206) 596-1500
5. **Renton Vocational-Technical Institute**
   3000 N.E. Fourth Street
   Renton, WA 98056
   (206) 235-2352

COMMUNITY COLLEGES

6. **Bellevue Community College**
   3000 Landerholm Circle, S.E.
   P.O. Box 92700
   Bellevue, WA 98009-2037
   (206) 641-0111 SCAN 334-0111
7. **Big Bend Community College**
   28th and Chanute Streets
   Moses Lake, WA 98837
   (509) 762-5351 SCAN 664-1200
8. **Centralia College**
   600 West Locust Street
   Centralia, WA 98531
   (206) 736-9391 SCAN 234-3433
9. **Clark College**
   1800 East McLoughlin Boulevard
   Vancouver, WA 98663
   (206) 694-6521 SCAN 534-1011
10. **Columbia Basin College**
    2600 North 20th Avenue
    Pasco, WA 99302
    (509) 547-0511 SCAN 563-1011
11. **Edmonds Community College**
    20000 - 68th Avenue W.
    Lynnwood, WA 98036
    (206) 771-1500 SCAN 721-1011
12. **Everett Community College**
    801 Wetmore Avenue
    Everett, WA 98201
    (206) 259-7151 SCAN 474-1011
13. **Grays Harbor College**
    College Hill
    Aberdeen, WA 98520
    (206) 532-9020 (SCAN 433-1011
14. **Green River Community College**
    12401 S.E. 320th Street
    Auburn, WA 987002
    (206) 833-9111 SCAN 254-1011
15. **Highline Community College**
    2400 South 240th Street
    P.O. Box 98000
    Des Moines, WA 98198-1011
16. **Lower Columbia College**
    1600 Maple Street
    P.O. Box 3010
    Longview, WA 98632-0310
    (206) 577-2300 SCAN 239-2300
17. **North Seattle Community College**
    9600 College Way North
    Seattle, WA 98103
    (206) 527-3600 SCAN 446-3600
18. **Olympic College**
    16th and Chester
    Bremerton, WA 98310-1699
    (206) 478-4506 SCAN 356-4506
19. **Peninsula College**
    1502 E. Lauridsen Boulevard
    Port Angeles, WA 98362
    (206) 452-9277 SCAN 227-1011
20. **Pierce College**
    9401 Farwest Drive, S.W.
    Tacoma, WA 98498
    (206) 964-6500 SCAN 346-1500
21. **Seattle Central Community College**
    1701 Broadway
    Seattle, WA 98122
    (206) 587-3800 SCAN 432-3800
22. **Shoreline Community College**
    16101 Greenwood Avenue North
    Seattle, WA 98133
    (206) 546-4101 SCAN 274-1101
23. **Skagit Valley College**
    2405 College Way
    Mount Vernon, WA 98273
    (206) 428-1261 SCAN 542-1261
24. **South Puget Sound Community College**
    2011 Mottman Road, S.W.
    Olympia, WA 98502
    (206) 754-7711
25. **South Seattle Community College**
    6000 - 16th Avenue S.W.
    Seattle, WA 98106
    (206) 764-5300 SCAN 628-5300
26. **Spokane Community College**
    North 1810 Greene Street
    Spokane, WA 99207
    (509) 536-7000 SCAN 271-7000
27. **Spokane Falls Community College**
    W. 3410 Fort George Wright Drive
    Spokane, WA 99204
    (509) 459-3500 SCAN 784-3500
28. **Tacoma Community College**
    5900 South 12th Street
    Tacoma, WA 98465
    (206) 566-5000 SCAN 548-5000
29. **Walla Walla Community College**
    500 Tausick Way
    Walla Walla, WA 99362
    (509) 522-2500 SCAN 629-2500
30. **Wenatchee Valley College**
    1300 Fifth Avenue
    Wenatchee, WA 98801
    (509) 662-1651 SCAN 685-0414
31. **Whatcom Community College**
    237 West Kellogg Road
    Bellingham, WA 98226
    (206) 676-2170 SCAN 738-2170
32. **Yakima Valley Community College**
    16th Avenue and Nob Hill Boulevard
    P.O. Box 1647
    Yakima, WA 98907
    (509) 575-2350 SCAN 558-2350

PUBLIC COLLEGES AND UNIVERSITIES

33. **Central Washington University**
    Ellensburg, WA 98926
    (509) 963-1111 SCAN 453-1111
34. **Eastern Washington University**
    Cheney, WA 99004
    (509) 359-6200 SCAN 353-6200
35. **The Evergreen State College**
    Mailstop TA-00
    Olympia, WA 98505
    (206) 866-6000 SCAN 727-6000
36. **University of Washington**
    Seattle, WA 98195
    (206) 543-2100 SCAN 323-2100
37. **Washington State University**
    Pullman, WA 99164
    (509) 335-3564
38. **Western Washington University**
    Bellingham, WA 98225
    (206) 676-3000 SCAN 532-3000

PRIVATE COLLEGES AND UNIVERSITIES

39. **City University**
    16661 Northup Way
    Bellevue, WA 98008
    (206) 643-2000
    1-800-542-9845
40. **Cornish College of the Arts**
    710 East Roy Street
    Seattle, WA 98102
    (206) 323-1400
41. **Gonzaga University**
    East 502 Boone Avenue
    Spokane, WA 99258
    (509) 328-4220
42. **Heritage College**
    Route 3, Box 3540
    Toppenish, WA 98948
    (509) 865-2244
43. **Lutheran Bible Institute of Seattle**
    Providence Heights
    Issaquah, WA 98027
    (206) 392-0400
44. **Matteo Ricci College**
    Seattle Preparatory College
    2400 - 11th Avenue East
    Seattle, WA 98102
45. **Northwest College of the Assemblies of God**
    P.O. Box 579
    11102 Northeast 53rd Street
    Kirkland, WA 98083-0579
    (206) 822-8266
46. **Pacific Lutheran University**
    Tacoma, WA 98447
    (206) 531-6900
47. **Puget Sound Christian College**
    410 Fourth Avenue North
    Edmonds, WA 98020
48. **Saint Martin's College**
    Lacey, WA 98503
    (206) 491-4700
49. **Seattle Pacific University**
    Third W. and West Bertona Streets
    Seattle, WA 98119
    (206) 281-2000
50. **Seattle University**
    Seattle, WA 98122
    (206) 296-6155
51. **University of Puget Sound**
    1500 North Warner
    Tacoma, WA 98416
    (206) 756-3100
52. **Walla Walla College**
    College Place, WA 99324
    (509) 527-2615
53. **Whitman College**
    Walla Walla, WA 99362
    (509) 527-5111
54. **Whitworth College**
    Spokane, WA 99251
    (509) 466-1000

PRIVATE VOCATIONAL SCHOOLS

55. ABC Technical & Trade School
3761 East Technical Drive
Tucson, AZ 85713
(602) 748-1762

56. Action Travel Training
West 933 Third Avenue
Suite 203
Spokane, WA 99204
(509) 456-8171

57. Advanced Training Center, Inc.
1514 Sixth Avenue
Seattle, WA 98101
(206) 622-6611

58. American Journal of Nursing Company
555 West 57th Street
New York, NY 10019
(212) 582-8820

59. Deleted

60. Appliance Servicers League
6400 M Highway 99
Vancouver, WA 98665
(206) 695-5186

61. Arizona Automotive Institute
6829 North 46th Avenue
Glendale, AZ 85301
(602) 934-7273

62. Art Institute of Seattle
2323 Elliott Avenue
Seattle, WA 98121
(206) 448-6600

63. Art Instruction Schools, Inc.
Palmer Writer Schools, Inc.
500 South Fourth Street
Minneapolis, MN 55415
(612) 339-8721

64. Associated Schools
1110 NE 163rd Street
North Miami Beach, FL 33162
(305) 944-4236

65. Bailie Communications Ltd.
7416 - 212th Street SW
Edmonds, WA 98020
(206) 771-6200

66. Bailie School of Broadcast
West 621 Mallon
Spokane, WA 99201
(509) 326-6229

67. Bailie School of Broadcast
2517 Eastlake Avenue East
Seattle, WA 98102
(206) 328-2900

68. Barbizon School of Modeling
447 Sutter Street, Suite 300
San Francisco, CA 94108
(415) 391-4254

69. Barbizon School of Seattle
2033 Sixth Avenue
Seattle, WA 98121
(206) 441-3355

70. Deleted

71. Bar/Bri of WAshington
1605 - 17th Avenue
Seattle, WA 98122
(206) 329-5250

72. Becker CPA Review
15760 Ventura Boulevard
Suite 1101
Encino, CA 91436-3076
(818) 981-3233

73. Becker CPA Review
810 Third Avenue
Suite 442
Seattle, WA 98104
(206) 622-7475

74. Deleted

75. Boeing Computer Services
Education & Training Division
P.O. Box 24346
Seattle, WA 98124
(206) 575-7478

76. Bradford School
921 SW Washington
Portland, OR 97205
(503) 242-9000

77. Brudvik School of Refrigeration
7810 - 228th SW
Edmonds, WA 98020
(206) 771-6024

78. Business Computer Training Institute
16000 Bothell-Everett Highway
Suite 210
Mill Creek, WA 98012
(206) 337-3586

79. Business Computer Training Institute
7100 Evergreen Way, Suite H
Everett, WA 98203
(206) 353-0138

80. Business Computer Training Institute
9725 Third Avenue NE
Suite 207
Seattle, WA 98115
(206) 542-9033

81. Business Computer Training Institute
7018 South Sprague
Tacoma, WA 98409
(206) 475-1980

82. "Captain Tom" Baxter's Skippers License Training
4451 - 141st Avenue SE
Bellevue, WA 98006
(206) 747-7867

83. Career Floral Design Institute
13200 Northup Way
Bellevue, WA 98005
(206) 746-8340

84. Career Institute of Construction Estimating
6950 SW Hampton Street #220
Tigard, OR 97223
(503) 684-1657

85. Cascade Business College
1300 North State Street
Bellingham, WA 98225
(206) 733-3869

86. Cascade Business College
7030 - 196th SW
Lynnwood, WA 98036
(206) 661-3593

87. Charko's School of Fashion and Fitness
2214 South Jackson
Seattle, WA 98144
(206) 329-0022

88. Charles Dunn Travel Academy
1216 Pine Street, Suite 201
Seattle, WA 98101
(206) 467-6641

89. Cleveland Institute of Electronics, Inc.
1776 East 17th Street
Cleveland, OH 44114
(216) 781-9400

90. Commercial Driver Training
2416 North Marine Drive
Portland, OR 97217
(503) 285-7542

91. Commercial Driver Training, Inc.
24325 Pacific Highway South
Des Moines, WA 98198
(206) 824-3970

92. Deleted

93. Construction Industry Training Council of Washington
315 Honeywell Center
600 - 108th Avenue NE
Bellevue, WA 98004
(206) 454-2482

94. Construction Industry Training Council of Washington
711 Sixth Avenue North
Seattle, WA 98109
(206) 284-2150

95. Construction Industry Training Council of Washington
Edmonds Community College
20000 - 68th Avenue West
Lynnwood, WA 98036
(206) 771-4507

96. Construction Industry Training Council of Washington
Federal Way High School
304 and Pacific Highway South
Federal Way, WA 98003
(206) 872-6462

97. Deleted

98. Cosmopolitan Institute of Travel
612 The Parkway
Richland, WA 99352
(509) 946-5137

99. Cosmopolitan Institute of Travel
640 F Parkway
Richland, WA 99352
(509) 946-5855

100. County Schools, Inc.
3787 Main Street
Box 6278
Bridgeport, CT 06606
(203) 374-6187

101. Crawford Nautical School
222 Queen Anne Avenue North
Seattle, WA 98109
(206) 283-0191

102. Denver Automotive & Diesel College
460 South Lipan
Denver, CO 80223
(303) 722-5724

103. Divers' Institute of Technology
4601 Shilshole Avenue NW
P.O. Box 70667
Seattle, WA 98107
(206) 783-5542

104. Dresden Modeling School
North 707 Division
Spokane, WA 99202
(509) 326-6800

105. Educational Development International
104 East Grove Street
Reno, NV 89502
(702) 825-2147

106. Eileen Seals International
600 Stewart Street
Seattle, WA 98101
(206) 448-2040

107. Deleted

108. Deleted

109. Eton Technical Institute
31919 Sixth Avenue South
Federal Way, WA 98063
(206) 941-5800

110. Eton Technical Institute
2917 Pacific Avenue
Everett, WA 98201
(206) 252-8000

111. Deleted

112. Deleted

113. The Fox Travel Institute, Inc.
1404 - 140th Place NE
Bellevue, WA 98007
(206) 433-8550

114. The Fox Travel Institute, Inc.
18000 Pacific Highway South
Seattle, WA 98188
(206) 433-8550

115. Harold Enterprises, Inc. d/b/a/
H & R Block Tuition Tax School
4001 Aurora Avenue North
Seattle, WA 98103
(206) 634-3910

116. T. J. Enterprises, Inc. d/b/a/
H & R Block
2010 Main Street
Vancouver, WA 98660
(206) 695-8530

117. Deleted

118. Heide Brenneke School of Massage Therapy
157 Yesler Way, Suite 500
Seattle, WA 98104
(206) 623-7119

119. High-Tech Institute
4021 North 30th Street
Phoenix, AZ 85016
(602) 954-9400

120. Hypnotism Training Institute of Washington
23607 Highway 99
Suite 1-D
Edmonds, WA 98020
(206) 771-8211

121. Interface Computer School
North 4601 Monroe, Suite 306
Spokane, WA 99205
(509) 327-7717

122. International Air Academy
2901 East Mill Plain Boulevard
Vancouver, WA 98661
(206) 695-2500

123. International Institute of Transportation Resource, Inc.
15828 SE 114th
Clackamas, OR 97015
(503) 657-8225

124. International Institute of Transportation Resource, Inc.
Yakima Valley Community College
16th Avenue and Nob Hill Boulevard
Yakima, WA 98902
(509) 575-2429

125. Deleted

126. ITT Technical Institute
130 Nickerson Street #200
Seattle, WA 98109-1681
(206) 285-2800

127. ITT Technical Institute
10822 SE Bush Street
Portland, OR 97266
(503) 760-5690

128. Deleted

129. Knapp College of Business
1001 North J Street
Tacoma, WA 98403
(206) 572-3933

130. Knapp College of Business
6905 South 19th Street
Tacoma, WA 98466
(206) 565-6777

131. Knapp College of Business
3320 Auburn Way North
Auburn, WA 98002
(206) 833-4560

132. Knopp School of Taxidermy
North 10816 Newport Highway
Spokane, WA 99218
(509) 466-4900

133. Lakeside Court Reporting Tutoring, Inc.
6200 Capitol Blvd.
Suite E
Tumwater, WA 98501
(206) 459-5242

134. London Florist (The)
10227 NE First
Bellevue, WA 98044
(206) 454-6737

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PRIVATE VOCATIONAL SCHOOLS continued

135. **Maser's Grooming and Pet Boutique, Inc.**
6515 NE 181st Street
P.O. Box 344
Kenmore, WA 98028
(206) 486-1299

136. **Metropolitan Business College**
615 Second Avenue
Seattle, WA 98104
(206) 624-5773

137. **Metropolitan Business College**
2501 SE State Highway 160 #A
Port Orchard, WA 98366
(206) 895-1911

138. **Montessori Plus School/Montessori Teacher Preparation of Washington**
3410 South 272nd
Kent, WA 98032
(206) 859-2252

139. **Montessori Plus School/Montessori Teacher Preparation of Washington**
North 9009 Wall
Spokane, WA 99205
(509) 327-6004

140. **Montessori Teacher College Northwest**
2411 — 112th NE
Bellevue, WA 98004
(206) 454-7439

141. **Mountlake Travel Tech**
23217 — 58th Avenue West
Mountlake Terrace, WA 98043
(206) 775-1848

142. **National Broadcasting School**
6464 Sunset Boulevard, Suite 770
Hollywood, CA 90028
(213) 463-2492

143. **National Broadcasting School**
2201 Sixth Avenue Suite 350
Seattle, WA 98121
(206) 587-2346

144. **National Technical Schools**
456 West M L King, Jr. Boulevard
Los Angeles, CA 90037
(213) 235-6486

145. **New Horizon School of Massage**
2824 North Ruby
Spokane, WA 99207
(509) 327-7800

146. **Deleted**

147. **Northwest College of Art**
17791 Fjord Drive NE
P.O. Box 1973
Poulsbo, WA 98370
(206) 779-9993

148. **Northwest Gemological Institute**
846-108th Avenue NE
Bellevue, WA 98004
(206) 455-0985

149. **Northwest Institute of Acupuncture and Oriental Medicine**
1141 NW Market Street
Seattle, WA 98107
(206) 789-1290

150. **Northwest Montessori School**
7400 - 25th Avenue NE
Seattle, WA 98155
(206) 524-4244

151. **Northwest Montessori School**
4970 Phinney Avenue North
Seattle, WA 98103
(206) 789-1246

152. **Northwest School of Clinical Hypnotherapy**
1030 Greenwood Boulevard
Issaquah, WA 98027
(206) 392-2583

153. **Deleted**

154. **Northwest School of Wooden Boatbuilding**
251 Otto Street
Port Townsend, WA 98368
(206) 385-4948

155. **Northwest Schools**
1221 Northwest 21st Avenue
Portland, OR 97209
(503) 226-4811

156. **Office Automation Training**
4630 - 200th SW, Suite Q
Lynnwood, WA 98036
(206) 771-3533

157. **Oil Heat Institute**
400 Dexter Avenue North
Seattle, WA 98109
(206) 623-8730

158. **Oregon Polytechnic Institute**
900 SE Sandy
Portland, OR 97214
(503) 234-9333

159. **Perry Technical Institute**
2011 West Washington Avenue
P.O. Box 9457
Yakima, WA 98909
(509) 453-0374

160. **Phoenix Institute of Technology**
2555 East University Drive
Phoenix, AZ 85034
(602) 244-8111

161. **Professional Bartender Training**
19528 Larch Way South
Alderwood Manor, WA 98036
(206) 672-7632

162. **Professional Training School**
3116 Judson Street
P.O. Box 427
Gig Harbor, WA 98335
(206) 851-9370

163. **Deleted**

164. **Sales Training Institute**
1750 -112th Avenue NE
Bellevue, WA 98004
(206) 453-8069

165. **School of Radiological Technology**
Holy Family Hospital
North 5633 Lidgerwood Street
Spokane, WA 99207
(509) 482-2385

166. **School of Radiological Technology**
Northside Professional Building
North 5901 Lidgerwood Street
Spokane, WA 99207
(509) 489-3223

167. **School of Visual Concepts**
500 Aurora Avenue North
Seattle, WA 98109
(206) 623-1560

168. **Sea School**
3770 - 16th Street North
St. Petersburg, Fl 33704
(813) 527-9104

169. **Sea School**
1818 West Emerson Place
Seattle, WA 98119
(206) 284-4335

170. **Sea School**
6918 East Fourth Plain Boulevard
Vancouver, WA 98661-7254
(206) 694-5321

171. **Seattle Massage School**
7120 Woodlawn Avenue NE
Seattle, WA 98115
(206) 527-0807

172. **Seattle Midwifery School**
2524 - 16th Avenue South, Room 300
Seattle, WA 98144
(206) 322-8834

173. **Seattle School of Interior Design**
501 Dexter Avenue North
Seattle, WA 98109
(206) 622-8834

174. **Seattle School of Mixology**
166 Denny Way
P.O. Box 19231
Seattle, WA 98109
(206) 441-3838

175. **Seaway Dental Laboratory Technology**
22406 - 72nd Place West
Edmonds, WA 98020
(206) 774-0605

176. **Seaway Dental Laboratory Technology**
1306 North 175th, Suite 205
Seattle, WA 98133
(206) 546-8488

177. **Securities Training Institute**
East 6415 Broadway
Spokane, WA 99212
(509) 535-7150

178. **Securities Training Institute**
Suite 912, Fourth & Pike Building
1424 Fourth Avenue
Seattle, WA 98101
(206) 623-0798

179. **Skagit Business College**
2021 East College Way #101
Mount Vernon, WA 98273
(206) 366-3119

180. **Deleted**

181. **Spartan School of Aeronautics**
8820 East Pine Street
P.O. Box 582833
Tulsa, OK 74158-2833
(918) 836-6886

182. **Spencer Nursing Assistant Certification**
P.O. Box 60091
Richmond Beach, WA 98160
(206) 546-3606

183. **Spokane Technical Institute**
North 1101 Fancher
Spokane, WA 99212
(509) 535-7771

184. **Spring Valley School**
36605 Pacific Highway South
Federal Way, WA 98003
(206) 927-2557

185. **Stanley H. Kaplan Educational Center**
1107 NE 45th Street #440
Seattle, WA 98105-4614
(206) 632-0634

186. **Superior Training Services**
3334 Founders Road
P.O. Box 68115
Indianapolis, IN 46268
(317) 848-0948
1-800-872-8785

187. **Deleted**

188. **Deleted**

189. **Deleted**

190. **Travel Training Institute**
8815 South Tacoma Way, Suite 202
Tacoma, WA 98499
(206) 588-5208

191. **Trend Colleges, Inc.**
3209 NE 78th Street
Vancouver, WA 98665
(206) 574-1911

192. **Trend College**
Columbia park
230 Grant Road
East Wenatchee, WA 98801
(509) 884-1587

193. **Trend College**
3311 West Clearwater Avenue #1201
Kennewick, WA 98336
(509) 735-8515

194. **Trend College**
1260 Commerce
Longview, WA 98632
(206) 425-4790

195. **Trend College**
Building C
18023 Highway 99
Lynnwood, WA 98036
(206) 258-6787

196. **Trend College**
819 East Olympia Avenue
Olympia, WA 98506
(206) 357-9313

197. **Trend College**
Bon Marche Building
North 214 Wall Street
Spokane, WA 99201
(509) 838-3521

198. **Trend College**
2700 NE Andresen Road
Suite D-3
Vancouver, WA 98661
(206) 693-4717

199. **Trend College**
112 Pierce Avenue
Yakima, WA 98902
(509) 248-4806

200. **TCM Limited - Tri-City Models**
4415 West Clearwater
Kennewick, WA 99336
(509) 783-5868

201. **Tri-City School of Massage**
26 Third Avenue East
Kennewick, WA 99336
(509) 586-6434

202. **Uniglobe Travel Career Academy**
Bay Vista Building
2815 Second Avenue #220
Seattle, WA 98121
(206) 443-4333

203. **Lake Washington Sportswear, Inc. d/b/a**
Unionbay Studio
1700 Westlake Avenue North
Seattle, WA 98188-1540
(206) 282-8889

204. **Universal Technical Institute**
3121 West Weldon Avenue
Phoenix, AZ 85017-4599
(602) 264-4164

205. **Valley College**
302 West Harrison
Kent, WA 98032
(206) 859-2530

206. **Washington State Auto Body Repair Training Center**
19632 - 70th Avenue South Bay #2
Kent, WA 98032
(206) 872-3555

207. **Washington State School of Electrolysis**
8 North First Street
Selah, WA 98942
(509) 697-4007

208. **West Coast Training, Inc.**
2525 SE Stubb Street
P.O. Box 22469
Milwaukee, OR 97222
(503) 659-5181

209. **Western Business College**
505 SW Sixth Avenue
Portland, OR 97204
(503) 222-3225

210. **Western Business College**
6625 East Mill Plain Boulevard
Vancouver, WA 98661
(206) 694-3225

211. **Western Business College John Robert Powers Division**
1610 Sixth Avenue
Seattle, WA 98101
(206) 624-2495

212. **Western Culinary Institute Division of Western Business College**
1316 SW 13th Avenue
Portland, OR 97201
(503) 223-2245

213. **John Robert Powers Divison of Western Business College**
555 SW Sixth Avenue
Portland, OR 97204
(503) 226-6335

214. **Western Truck Driver Training**
Building 308 - Geiger Field
P.O. Box 19162
Spokane, WA 99219
(509) 747-50

215. **Wyoming Technical Institute**
Box 906
North on Hi-Way 30
Laramie, WY 82070
(307) 742-3776

216. **Yakima Institute of Electrolysis**
304 West Walnut
Yakima, WA 98902
(509) 248-1015

217. **Yakima Valley O.I.C.**
1201 Fruitvale Blvd.
Yakima, WA 98902
(509) 248-6751

COSMETOLOGY/BARBER/MANICURIST SCHOOLS

218. A Beauty College
19719 64th Street, W.
Lynnwood, WA 98036
(206) 776-9111

219. ABC Nail & Skin College
14508 N.E. 20th
Bellevue, WA 98007
(206) 643-4283

220. ABTC Beauty School
719 S. Laurel
Port Angeles, WA 98362
(206) 457-3353

221. American Pacific School of Hair Design
North 4715 Crestline
Spokane, WA 99207
(509) 487-4400

222. Atarashii
1107 N.E. 45th
Seattle, WA 98105
(206) 545-7213

223. Bellevue Beauty School
14045 N.E. 20th Street
Bellevue, WA 98007
(206) 643-0270

224. Bellingham Beauty School
211 West Holly Street
Bellingham, WA 98225
(206) 734-1090

225. B.J.'s Beauty & Barber College
11510 Meridian South
Puyallup, WA 98371
(206) 848-1595

226. B.J.'s Beauty & Barber College
5237 South Tacoma Way
Tacoma, WA 98409
(206) 473-4320

227. Broadway Beauty School
430 East Broadway
Seattle, WA 98102
(206) 323-2922

228. Deleted

229. Centralia Beauty College
217 South Tower
Centralia, WA 98460
(206) 736-2866

230. Char Glo School of Beauty
1418 Pioneer Way
Moses Lake, WA 98837
(509) 765-5309

231. Christine's School of Hair Design
W 10 Mission
Spokane, WA 99206
(509) 326-4253

232. Cinderella Cosmetology School
620 North Callow Avenue
Bremerton, WA 98312
(206) 373-1331

233. Clare's Beauty College
104 North 4th
Pasco, WA 99302
(509) 547-8871

234. Clover Park VTI
Cosmetology Department
4500 Steilacoom Blvd. S.W.
Tacoma, WA 98499
(206) 584-1582

235. Deleted

236. Crown School of Hair Design
4821 Evergreen Way South
Everett, WA 98203
(206) 252-6695

237. Deleted

238. De Witt Beauty School
209 E. Wishkah Street
Aberdeen, WA 98520
(206) 532-4670

239. Earl's School of Hair Design
209 South 2nd
Walla Walla, WA 99362
(509) 525-3990

240. Everett Beauty School
2717 Colby Avenue
Everett, WA 98201
(206) 776-6066

241. Everett Beauty School of Lynnwood
19920 Highway 99
Lynnwood, WA 98036
(206) 776-6006

242. Everett Community College
Cosmetology Department
1110 Broadway
Everett, WA 98201
(206) 259-7151, Ext. 340

243. Everett Plaza Beauty School
5313 Evergreen Way
Evergreen, WA 98203
(206) 353-8193

244. Folk's Barber College
210 Main Street
Renton, WA 98055
(206) 255-1185

245. Gene Juarez Academy of Beauty
100715 - 8th N.E.
Bothell, WA 98125
(206) 484-9586

246. Glen Dow Academy of Hairstyling
W. 309 Riverside
Spokane, WA 99201
(509) 624-3244

247. Govan Beauty School
314 W. Kennewick Avenue
Kennewick, WA 99336
(509) 586-3808

248. Greenwood Beauty School
8501 Greenwood Avenue, North
Seattle, WA 98103
(206) 782-0220

249. Hart to Hart Beauty School
1007 Capital Way
Olympia, WA 98501
(206) 943-7890

250. Karen's Beauty School
262 Burwell
Bremerton, WA 98310
(206) 373-5094

251. Kent Beauty College
25725 101st Avenue S.E.
Kent, WA 98031
(206) 854-5500

252. Kirkland School of Beauty
10702 N.E. 68th Street
Kirkland, WA 98033
(206) 822-6013

253. L. H. Bates VTI Barber School
1101 South Yakima
Tacoma, WA 98405
(206) 597-7220

254. L. H. Bates VTI Cosmetology Department
1101 South Yakima Avenue
Tacoma, WA 98405
(206) 597-7220

255. Lacey Beauty School
95 South Sound Center
Lacey, WA 98503
(206) 491-1020

256. Lee's International
201 Auburn Way, North
Auburn, WA 98002
(206) 833-7880

257. Lee's International
15015 Main Street
Bellevue, WA 98007
(206) 644-4844

258. Lee's International
4523 California Avenue, S.W.
Seattle, WA 98116
(206) 937-7177

259. Lower Valley School of Cosmetology & Barbering
214 South 6th
Sunnyside, WA 98944
(509) 837-4040

260. Lynnwood Beauty School
19803 Suite A
Lynnwood Shopping Center
Lynnwood, WA 98036
(206) 776-9178

261. Magee Brothers Beauty School
1109 Washington Street
Vancouver, WA 98660
(206) 694-8483

262. McDonald's School of Cosmetology
208 West Holly
Bellingham, WA 98225
(206) 733-3560

263. Metropolitan Beauty School
13201 Aurora Avenue, North
Seattle, WA 98133
(206) 364-9091

264. Mr. Jay's Academy of Cosmetology
West 3328 Central Avenue
Spokane, WA 99208
(509) 326-2633

265. Mr. Lee's Beauty School
435 East Main
Auburn, WA 98002
(206) 939-2480

266. Deleted

267. Mr. Lee's Beauty School
125 S.W. 148th
Seattle, WA 98166
(206) 246-4550

268. Mr. Lee's Beauty School
3103 Summitt View Avenue
Yakima, WA 98902
(509) 248-4574

269. Mr. Robert's Beauty School
5205 South Tacoma Way
Tacoma, WA 98409
(206) 472-0800

270. Deleted

271. Moler Barber School
2415 East 4th Plain Blvd.
Vancouver, WA 98661
(206) 695-5611

272. Mount Vernon Beauty School
614 South 1st Street
Mount Vernon, WA 98273
(206) 336-6553

273. Nash Advanced School of Hair Designers
33120 Pacific Highway South
Federal Way, WA 98002
(206) 838-1219

274. Deleted

275. Oak Harbor Beauty School
9025 90th N.W.
Oak Harbor, WA 98277
(206) 679-4534

276. Phagan's Orchards Beauty School
11014 N.E. 4th Plain Boulevard
Vancouver, WA 98662
(206) 254-9517

277. Professional Beauty School
113 East 3rd Street
Wapato, WA 98951
(509) 877-6443

278. Deleted

279. Randall's Cosmetology & Barbering School
815 West 3rd Avenue
Moses Lake, WA 98837
(509) 765-8121

280. Renon's Beauty School
14352 Lake City Way, N.E.
Seattle, WA 98125
(206) 363-8555

281 Renton Beauty School
2828 Sunset Lane, N.E.
Renton, WA 98056
(206) 226-5855

282. Richland Beauty School
1315 George Washington Way
Richland, WA 99352
(509) 946-3228

283. Sakie International School of Cosmetology
166 N.E. 9th Street
East Wenatchee, WA 98801
(509) 884-1773

284. Scientific Beauty Schools
108 North Meridian
Puyallup, WA 98371
(206) 845-3770

285. Seattle Central Community College
Cosmetology Department
1701 Broadway
Seattle, WA 98122
(206) 587-5477

286. Shoreline Community College
Cosmetology Department
16101 Greenwood Avenue, North
Seattle, WA 98133
(206) 546-4631

287. South Seattle Community College
Cosmetology Department
6000 16th Avenue, S.W., SC 221
Seattle, WA 98106
(206) 764-5814

288. Spokane Area Vocational Skills Center
North 4141 Regal
Spokane, WA 99207
(509) 456-3363

289. Spokane Community College
Cosmetology Department
North 1810 Greene Street
Spokane, WA 99207
(509) 536-7291 or 7290

290. Stylemaster College of Hair Design
1224 Commerce
Longview, WA 98632
(206) 636-2720

291. The Academy of Hair Design
9 South Wenatchee Avenue
Wenatchee, WA 98801
(509) 662-6452

292. The Hair School
3043 Highway 101, East
Port Angeles, WA 98362
(206) 452-4106

293. Vancouver School of Beauty
114 West 6th
Vancouver, WA 98662
(206) 694-5601

294. Walla Walla Community College
Cosmetology Department
500 Tausick Way
Walla Walla, WA 99362
(509) 522-2500

295. Wenatchee College of Beauty
16 South Wenatchee
Wenatchee, WA 98801
(509) 663-0383

296. West Olympia Beauty College
Westside Shopping Center
2106 West Harrison, Suite H
Olympia, WA 98502
(206) 786-8777

ADDITIONAL PRIVATE VOCATIONAL SCHOOLS LISTED ON PAGE 40

JOB TRAINING PARTNERSHIP ACT (JTPA)

JOB TRAINING PARTNERSHIP ACT (JTPA)

JTPA's central purpose is to help low-income and long-term unemployed individuals obtain permanent jobs in the private sector.

Washington is using JTPA to provide trained workers to support economic growth, to assure that disadvantaged workers will share in an expanded economy and to retrain and reemploy workers dislocated by economic changes.

At the local level, elected officials in partnership with a Private Industry Council (PIC) plan and operate job training programs within each of the 26 Service Delivery Areas (SDAs) in Washington. SDAs are geographical boundaries within which local employment and training services are provided. Federal funds are allocated by formula to SDAs.

JTPA PROGRAMS

TITLE II. A
Adult and Youth Programs

Who is eligible?

Economically disadvantaged individuals 16 and over and other individuals facing serious barriers to employment.

- Classroom or on-the-job training, upgrading and retraining, preapprenticeship, employment generating activities;
- Supportive services such as needs based payments, transportation, child care, health and medical services, financial counseling;
- Job search assistance such as career and vocational counseling, postplacement follow up.

TITLE II. B
Summer Youth Employment and Training Programs

Who is eligible?

Youth age 16-21 who are economically disadvantaged and some youth age 14-15.

Programs and services:

Summer work experience, labor market information and classroom training.

TITLE III
Employment and Training Assistance for Dislocated Workers

Who is eligible?

Those who have been terminated or laid off and are unlikely to return to their previous occupation, those who are eligible for or who have exhausted unemployment compensation; those terminated due to permanent plant or facility closure; long-term unemployed with limited reemployment opportunities, and older workers.

Programs and services:

Training and related services, such as:

- Training in job skills for which demand exceeds supply;
- Job search assistance;
- Supportive services; and
- Relocation assistance.

For further information, contact:

Training Program Services Division
Employment Security Department
212 Maple Park KG-11
Olympia, WA 98504-5311
(206) 438-4611

MILITARY CAREER OPPORTUNITIES

MILITARY CAREERS — AN OPTION OFTEN OVERLOOKED

In today's job market and economy, the Armed Services are experiencing increased retention and an increased interest by many young people in obtaining information about careers in the Armed Services.

The Armed Services must hire people with skills or people who can and want to be trained. Six out of seven persons in the Armed Services are employed in occupations other than ground combat and even those in the combat group are learning and using skills and work habits that are highly valued by all employers. Much of the work depends heavily on very advance technology such as surface ships, submarines, aircraft, ballistic and cruise missiles, nuclear-powered engines, computers, etc. The size of the Armed Services and their missions require extensive communications. Armed Services personnel work in offices, type, keep records, manage and account for money, materials and people. They plan for the orderly movement of ships, planes, and people around the world. They are trained for and work at most of the occupations that exist in the civilian work place and some that are service unique.

Recruiters of the Armed Services provide material which describes their specific service. They also interview and assess each applicant with regard to background and interests. This is followed by a series of mental and physical tests to determine the applicant's mental and physical qualifications. No actual commitment is involved until the applicant signs the Armed Services Enlistment Contract.

These are Pre-Service programs which provide young people in high school the opportunity to participate and learn self-discipline, leadership, and other skills which will benefit them now and in the future.

For those students who are considering college, all the Armed Services offer scholarships each year to graduating high school seniors and college students. The Reserve Officer Training Corps (ROTC) scholarships pay all tuition, books, fees, and supplies in addition to paying the individual $100 a month during the school term. The scholarships can be for a period of two, three or four years. There are other scholarship programs offered by specific services. All services offer technical training, apprenticeship training and on-the-job training in a wide variety of occupations.

The majority of the Armed Services Technical Schools have been evaluated by the American Council on Education, and vocational certification credit or undergraduate college credit is recommended for graduates of these schools. Numerous occupations within the Armed Services have also been evaluated for experimental learning credit.

The Department of Labor and Department of Defense have a joint agreement providing the opportunity for a service person to complete an apprenticeship program for a specific occupation while they are in the service and to receive a journeyman rating.

Some of these programs offer the opportunity for the young enlisted person to obtain a commission as an officer in one of the services. Financial assistance is provided through the Tuition Assistance Program which in some instances pays up to 100 percent of tuition.

Response from recent graduates of secondary schools indicate the majority of them never talked to an Armed Services recruiter. The recruiter is the occupation specialist for the Armed Services, the individual with the up-to-date detailed information on training, work experience, and occupations in the Armed Services. Don't be one of those young people who has overlooked the military as one of your career options. For additional information, contact your local Armed Forces Recruiter.

WASHINGTON NATIONAL GUARD OFFERS UNIQUE TRAINING AND BENEFITS

The Washington National Guard is composed of over 9,000 citizen soldiers who serve both the state and nation. Most men and women Guard personnel have civilian occupations as well as Guard careers although the Guard has full-time employees that perform a variety of day-to-day jobs which keep the Washington militia operating smoothly.

In its state role, the Guard can be called by the governor to respond to emergency situations such as the eruption of Mount St. Helens or to fight forest fires. As part of our nation's total defense force, the Guard could be mobilized to respond to a national emergency.

Washington's National Guard has two distinct organizations — the Air and Army Guard. Within each organization, there are a number of career opportunities and all have various degrees of application to civilian life and non-military components provide excellent training for which Guard members are paid while learning.

Throughout the military training process, leadership and management skills are emphasized. These skills have direct application in civilian employment.

Guard units offer a variety of specialized skill training from word processing to flight training. As in private industry, the military is highly computerized and there are opportunities for military training in information management systems.

Because the Guard has a large variety of military equipment, many Guard personnel specialize as vehicle and aircraft mechanics, heavy equipment operators, pilots, truck drivers, cooks and even boat operators. The Washington National Guard is unusual because it is one of the few military organizations that has its own army, air force and navy. The waterborne units located in Tacoma, for example, operate tugs, landing craft and a freighter — all of which offer a variety of nautical skills.

Along with military training opportunities that help enhance civilian occupations, the Washington National Guard offers opportunities for its members to train outside Washington and overseas. In the last year, Guard units have trained in Germany, Belgium, Panama, Japan and Korea.

After 20 years of service, Guard personnel qualify for retirement which begins when the man or woman reaches 60 years of age. While serving, Guard's men and women are paid and receive many benefits such as insurance, post exchange privileges and additional training. Many members use Guard pay to buy extras for their families, save for their children's college education or to invest toward their own retirement.

The Washington National Guard also offers new members an enlistment bonus for selected units and a new GI bill. For example, a Guards man or woman working toward a bachelors degree can receive up to $140 per month to offset college expenses. For men and women wishing to become officers, they can become members of the simultaneous membership program. In this program, a college student can participate in an ROTC program and the National Guard at the same time. The advantage is the student can earn an ROTC scholarship while training with the National Guard for pay. For additional information about the Washington National Guard, there is a toll free telephone number: 1-800-562-6544. The number connects you to Washington National Guard recruiting personnel in Tacoma. From there, you are referred to a local recruiter for additional assistance.

NON-TRADITIONAL EMPLOYMENT

WHAT IS A NON-TRADITIONAL JOB?

An occupation that is "non-traditional" for women or men refers to an occupation in which less than 25 percent of the workers are members of the sex in question. Since women have historically been much more restricted than men in terms of the types of jobs they could hold, the greatest number of non-traditional jobs in America today are non-traditional for women. Major tasks of vocational education are to end sex discrimination, sex bias, and sex stereotyping and to expand the number of skill training options open to women.

For more information on non-traditional vocational training contact:

Sex Equity Program
State Board for Vocational
Education
Building 17, Airdustrial Park
Mail Stop LS-10
Olympia, WA 98504
(206) 753-5651

NON-TRADITIONAL JOBS FOR FEMALES

Agricultural Production
Agricultural Supplies and Services
Agricultural Mechanics
Renewable Natural Resources
Forestry
Automotive
Hotel and Lodging
Emergency Medical Technician
Accounting/Computer Occupations
Architectural Technology
Civil Technology
Electrical Technology
Electronic Technology
Environmental Control Technology
Industrial Technology
Mechanical Technology
Commercial Pilot Training
Body and Fender Repair
Auto Mechanics
Aviation Occupations
Carpentry
Custodial Services
Diesel Mechanics
Drafting Occupations
Electrical Occupations
Electronic Occupations
Industrial First Aid
Maritime Occupations
Machine Shop
Sheet Metal
Welding and Cutting
Firefighter Training
Law Enforcement Training
Small Engine Repair
Stationary Energy Sources
Woodworking Occupations

NON-TRADITIONAL JOBS FOR MALES

Apparel and Accessories
Food Distribution
Home Furnishings
Dental Assisting
Dental Hygiene
Medical Laboratory Technician
Nursing
Practical Nursing
Nursing Assistant
Rehabilitation
Optometric Technician
Medical Assistant
Care and Guidance of Children
Institutional/Home Management/
Support
Stenographer/Secretarial
Typing and Related Occupations
Cosmetology

FACTS ON WOMEN WORKERS

The Department of Labor's Women's Bureau has published a list of "20 Facts on Women Workers" that includes some of the following information:

- Most women work because of economic need. Two-thirds of them are either single or have husbands earning less than $15,000 annually.
- Women comprise about 44 percent of the labor force and accounted for more than three-fifths of the increase in the civilian labor force in the last decade. The average woman worker is 34 years old and can expect to spend 29.3 years of her life in the work force.
- The more education a woman has, the greater the likelihood that she will seek paid employment. Women are still concentrated in low-paying, dead-end jobs, and as a result, earn about three-fifths of the average man's earnings.
- It is predicted that by 1990, 86 percent of married couples will both be working regardless of the age of their children.
- One out of six families is currently maintained by a woman and about 62 percent of all mothers with children under 18 years of age (20 million mothers) are in the labor force. The portion of poor families maintained by women was 48 percent in 1984, up from 43 percent in 1972 and women represented 61 percent of all persons below the poverty level who were 16 years of age and over.
- Women continue to constitute large portions (80 percent) of workers in traditional occupations — those of clerical worker, household worker, teacher, nurse, salesworker, and food service worker. They represent only six percent of craft workers, four percent of non-farm managers, and 45 percent of technical and professional workers, yet the average female worker is as well-educated as the average male worker.

NON-TRADITIONAL ROLES ENCOURAGED IN VOCATIONAL EDUCATION

Efforts to overcome sex bias and sex role stereotyping in vocational education are fundamental to expanding training and employment options for women in non-traditional areas. These non-traditional students are learning skills needed for good-paying jobs such as carpenters, mechanics, electronics technicians, and many more of the 37 vocational programs considered non-traditional for women. It is estimated that by 1995, 58 percent of the work force in the United States will be female. Care must be taken to ensure that the female students receive the same kind of educational support as their male peers.

Reports indicate that the number of females enrolled in non-traditional vocational training programs in Washington State is increasing. Many non-traditional female students in post-secondary institutions are going to school part time to upgrade skills, change jobs or get training for new jobs. They may be working to support themselves or a family, have babysitting problems, or lack funds to go to school full time.

In October 1987, 9.53 percent of the state's registered apprentices were females. The national average for females in apprentice programs is a little over 5.9 percent. Women apprentice as carpenters, industrial electricians, printers, machinists, sheet metal workers, and in over 40 other programs in our vocational-technical institutes and community colleges.

Likewise, men are enrolling in programs such as health occupations which, in the past, have been traditionally female. As offices are adding high technology equipment, more men are enrolling in courses leading to business office jobs. Many vocational homemaking programs are no longer non-traditional for men. An increasing number of men are in child development education classes so they can effectively participate in the dual role of homemaker/wage earner.

The state of Washington is proud of the efforts vocational educators have made to eliminate sex stereotyping in their programs. Males and females are being provided equal access to all vocational programs regardless of their sex. The Single Parents/Homemakers and Sex Equity program setasides of the new Vocational Act mandate continued efforts for equity in vocational training of individuals.

DISPLACED HOMEMAKERS

Persons who have spent a substantial number of years as unsalaried homemakers and who must get training to get a job are being helped by displaced homemaker activities throughout the state.

The state Legislature has provided for displaced homemaker centers and projects through the Higher Education Coordinating Board. Special programs in 1987-88 are funded for the Spokane Community College District, Skagit Valley Community College, Yakima Valley Community College, South Puget Sound Community College, Olympic College, Lake Washington Vocational-Technical Institute, World for Women, and the Nooksak Indian Community Aid Society. An additional program in eastern Washington is scheduled to be funded later this year. A statewide outreach service (SOS) for displaced homemakers in areas not accessible by state-funded projects is reached through a toll-free line: 1-800-572-4575. The Spokane Community College District administers the SOS.

More than 8,000 displaced homemakers have been returning to school, entering job training programs, and getting jobs because special support programs were provided for them. Half of the former homemakers received job training skills, many found jobs, and many got over fears of learning and experiencing hands-on skill training.

Vocational education has a major role in helping displaced homemakers learn job skills, job-search skills, and locating gainful employment. Transferring skills from housework to paid work is part of the program. The Single Parents/Homemakers and Sex Equity provisions of the Carl D. Perkins Vocational Education Act set aside funds to make vocational education and training more accessible to and provide this population with marketable skills. Vocational training is available in hundreds of occupations from community colleges, vocational-technical institutes, and many private schools and training programs. Some programs take a few weeks and others as long as two years. ALL LEAD TO JOBS WITH PAY.

MATCH YOUR HOUSEWORK SKILLS TO JOB POSSIBILITIES

HOUSEWORK SKILLS	JOB POSSIBILITIES
HANDS-ON ACTIVITIES/SKILLS	
Cooking	chef private catering
Driving	[illegible] delivery bus driver taxi driver school or handicapped transportation service
Decorating	[illegible]
[illegible]	[illegible]

SPECIAL SERVICES

VOCATIONAL EDUCATION ASSISTANCE FOR PERSONS WITH HANDICAPPING CONDITIONS OR DISABILITIES

In 1973, Congress passed Public Law 93-112 which states: "No individual in the United States . . . shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits or, be subjected to discrimination under any program or activity receiving federal financial assistance." This non-discrimination statute and the accompanying federal regulations guarantee students with handicapping conditions the right of consideration for entrance into our nation's vocational education programs. As a result, these programs in vocational-technical institutes, community colleges, and secondary schools must be accessible to disabled youth and adults. And they must be prepared to make "reasonable accommodations" in entrance procedures and individual classrooms to ensure non-discrimination on the basis of handicapping condition. Most instructors and intake counselors are aware of alternative testing, curricula, and teaching techniques needed to compensate for or circumvent student disabilities. They recognize that students with handicapping conditions — like their non-handicapped peers — have various levels of functioning even within the same handicapping conditions, and that compensations skills vary widely from one student to another.

Vocational education programs today are equipped to meet the individual needs of the students while at the same time preparing them for the labor market. The schools listed below are barrier free and have specialists to advise and tutor disabled students. Coordinators of disabled students' services in each of the schools are trained to deal with a wide range of student problems. In most cases, they will know how to accommodate students with handicapping conditions by using interpreters, readers, braille, tape, tutors, etc. Additionally, they provide an important link with faculty members who may be asked to modify teaching styles to accommodate students with disabilities.

ASSISTANCE TO DISABLED PERSONS FROM THE DIVISION OF VOCATIONAL REHABILITATION (DVR)

Vocational rehabilitation is a process of helping people to help themselves. It offers services to disabled individuals who want to work. It presents an opportunity to become independent.

Services pointing to preparation for and placement into employment are available to disabled individuals who meet the following requirements:

(1) A physical or mental disability which makes it hard or impossible to obtain or hold a job,
(2) A reasonable expectation that the individual will be able to work after receiving vocational rehabilitation services, and
(3) Services regardless of what race or color you are; what sex you are; what your religion is; what country your family is from; what kind of disability you have, as long as it has kept you from working; or how old you are, as long as you are of working age.

Services may include:

- An evaluation pinpointing the person's strengths and weaknesses through expert medical, psychiatric, social and psychological evaluations.
- Counseling and guidance to help the individual choose and prepare for work for which he or she is best suited. Such factors as aptitudes, likes and dislikes, future job openings, etc., are taken into consideration.
- Restoration including: surgery, dental care, artificial limbs, medication, psychotherapy, and other services essential to getting suitable employment.
- Training for many occupations at vocational schools, colleges, on the job, or in sheltered workshops.
- Tuition, books, equipment costs necessary for training or starting a new job.
- Transportation expenses may be provided during a rehabilitation program in support of other planned services.
- Living allowances including food, rent, utilities, child care, etc., during program in cooperation with other agencies.
- Job placement in a suitable job in cooperation with the Washington State Employment Service, training facilities, private employment agencies, etc.
- Follow-up study of a person's progress on the job to ensure that employment is satisfactory.
- The evaluation, including diagnostic and related services and counseling and guidance are provided without cost. Other services may be available without cost depending on the individual's ability to pay.

The rewards of rehabilitation are many and varied. The average rehabilitated person repays, in state and federal taxes, the full costs of rehabilitation within five years, not to mention savings to public and private welfare agencies, families and friends. Most important of all, rehabilitation helps the person and his family to live an effective, independent and dignified life.

Employers are also finding it is good business to hire vocationally rehabilitated persons for their work force. Working together in partnership benefits all of us. See page 38 for a listing of coordinators for students with handicapping conditions.

COORDINATORS FOR STUDENTS WITH HANDICAPPING CONDITIONS OR DISABILITIES

COMMUNITY COLLEGES

Bellevue Community College
Harold Van Auken
(206) 641-2498

Big Bend Community College
Pat Plamarton
(509) 762-5351, Ext 223

Centralia College
Kay Odegaard
(206) 736-9391, Ext 216

Clark College
Duane Henry
(206) 699-0260

Columbia Basin College
Nancy Muscke
(509) 547-0511, Ext 309

Edmonds Community College
Marva Brown, Counselor
(206) 771-1544

Everett Community College
Diane Cantor
(206) 259-7151

Grays Harbor College
Craig Wellington
(206) 532-9020

Green River Community College
Jon Arnhold
(206) 833-9111

Highline Community College
Karen Bruno
(206) 878-3710

Lower Columbia College
Carol McNair
(206) 577-3406

North Seattle Community College
Barbara McFalls
(206) 527-3697

Olympic College
Anne Hoey-Dorsey
(206) 478-4807

Peninsula College
Phillip Adams
(206) 452-9277

Pierce College
Barry Brodniak
(206) 964-6527

Seattle Central Community College
Katheryn Carlstrom, Coordinator
(206) 587-4183

Shoreline Community College
Debra Jeffs-Grad
(206) 546-4715

Skagit Valley College
Stan Poppe
(206) 428-1173

South Seattle Community College
Kathy Bedvick
(206) 764-5377

South Puget Sound Community College
Laurie Trembley
(206) 754-7711

Spokane Community College
Cal Kary
(509) 536-7009

Spokane Falls Community College
Ben Webinger
(509) 459-3542

Tacoma Community College
Elizabeth Crumby
(206) 756-5075

Walla Walla Community College
Miles Anderson
(509) 527-4302

Wenatchee Valley College
Dick Peterson
(509) 662-1651

Whatcom Community College
Don McClary
(206) 676-2170, Ext 250

Yakima Valley College
Mark Cornett
(509) 575-2473

VOCATIONAL-TECHNICAL INSTITUTES

Bellingham VTI
Pauline Anderson
(206) 676-6490

Clover Park VTI
Carmen Croppi
(206) 756-5510

Lake Washington VTI
Heidi Shepherd
(206) 828-5614

L.H. Bates VTI
Armand Yapachino
(206) 591-3832

Renton VTI
Bob Bozich
(206) 235-2352

STATE AGENCIES

Governor's Committee on Employment of the Handicapped
212 Maple Park
Mailstop KG-11
Olympia, WA 98504-5311
(206) 753-1547

Department of Services for the Blind
921 Lakeridge Drive S.W.
Mailstop FW-21
Olympia, WA 98504-2921
(206) 586-1224

Department of Labor and Industries
General Administration Building
Mailstop HC-101
Olympia, WA 98504
(206) 753-6341

Veterans Administration
915 Second Avenue
Seattle, WA 98174
(206) 442-4095

Division of Vocational Rehabilitation
Department of Social and Health Services
12th and Franklin Streets
Building 2, OB-21C
Olympia, WA 98504
(206) 753-0293
Voice/TTD (206) 753-3276

CLIENT SERVICES

REGION I
DSHS/DVR
520 Hutton Building
Spokane, WA 99204
VOICE/TTD
(509) 456-3160

REGION 2
DSHS/DVR
Box 7788
Yakima, WA 98909
VOICE/TTD
(509) 575-2164

REGION 3
DSHS/DVR
840 North Broadway
Second Floor Building B
Everett, WA 98201-1290
VOICE/TTD
(206) 339-4850

REGION 4
DSHS/DVR
1700 East Cherry
Seattle, WA 98122
VOICE/TTD
(206) 464-7773

REGION 5
DSHS/DVR
1949 South State Street
First Floor
Tacoma, WA 98405-2850
VOICE/TTD
(206) 593-2350

REGION 6
DSHS/DVR
Capitol 5000 Building
P.O. 2487
Olympia, WA 98507
VOICE/TTD
(206) 753-7350

COMMUNITY-BASED ORGANIZATIONS

COMMUNITY-BASED ORGANIZATIONS PROVIDE VALUABLE SERVICES

Community-Based Organizations (CBOs) are private non-profit organizations which are representative of the community or a significant segment of the community. They provide employment and training services or activities to people.

There are many organizations that fit this definition, such as agencies serving women, community action agencies, agencies serving youth, and union-related organizations. Some community-based organizations are described below.

OPPORTUNITIES INDUSTRIALIZATION CENTER (OIC)

The OIC is a community-based vocational school that trains students for jobs which are currently available in industry within their area.

The OIC's mission is to provide a climate in which disadvantaged people can independently develop their sense of personal worth while acquiring employment skills necessary for entry into the labor market. Their aim is the training of individuals in jobs consistent with their aspirations, ability, and goals.

The OIC believes people are best helped if they help themselves. Students in OIC programs learn more than a skill; they learn to view themselves positively and to plan for the future. They learn that with a positive attitude, hard work, and good skills they can be productive wage earners.

For more information call or write:

Yakima Valley OIC
1201 Fruitvale Boulevard
Yakima, WA 98902
(509) 248-6751

OPERATION IMPROVEMENT (OI)

Operation Improvement provides occupational training for low-income and disadvantaged people that results in permanent and rewarding employment. The client is important, and the agency measures success by the individual success of the people served.

One program provided by Operation Improvement is called Individual Referral Clearinghouse (IRC). This is a classroom training referral program through which individuals may receive vocational skills training. Training is provided at over 40 different institutions, and private vocational schools. Over 50 study areas, selected to match the labor market demands, are available.

Eligible applicants are referred to OI through Intake Stations of the Washington State Employment Security Department. The Individual Referral Clearinghouse pays for tuition, books and supplies needed for training. A living allowance is provided based on hours in school. Support services are also available. All participants are expected to pursue the following goals:

- Successful completion of the chosen training program.
- Acquisition of necessary skills to obtain gainful training-related employment.
- Pursuit of training-related employment immediately following completion of training.

For more information call or write:

Operation Improvement
3201 Rainier Avenue South
Seattle, WA 98144
(206) 721-5101

OTHER AGENCIES PROVIDING TRAINING:

Washington Association of Churches
4759 - 15th Avenue N.E.
Seattle, WA 98105
(206) 525-1988

Apprenticeship and Non-Traditional Employment for Women (A.N.E.W.) recruits, counsels and trains women for non-traditional employment in the trades. For more information call or write:

A.N.E.W.
Laura Edwards, Director
315 Garden Avenue North
Renton, WA 98055
(206) 235-2212

Asian Counseling & Referral Service (A.C.R.S.) focuses on counseling; however, they do run training programs for janitorial positions. Recipients are mainly Indochinese. For more information call or write:

A.C.R.S.
Intake and Referral
409 Maynard South
Seattle, WA 98104
(206) 447-3606

Center for Career Alternatives (CCA) provides adult on-the-job training with private sector businesses. For more information call or write:

Center for Career Alternatives
3700 Rainier Avenue South, Suite C
Seattle, WA 98144
(206) 2(7)23-2286

El Centro de la Raza recruits and provides limited training for clerical, janitorial and other occupations. For more information call or write:

El Centro de la Raza
Stella Ortega
2524 - 16th Avenue South
Seattle, WA 98144
(206) 329-9442

The Seattle and Tacoma Urban Leagues provide employment and training, housing, education and advocacy services to minority and disadvantaged populations. For more information call or write:

Seattle Urban League
105 - 14th Avenue
Seattle, WA 98122
(206) 461-3792

Tacoma Urban Lague
2550 South Yakima
Tacoma, WA 98405
(206) 383-2006

JOB SERVICE CENTERS

The Washington State Employment Security Department provides job placement assistance through a network of 30 Job Service Centers (JSC) listed below. Job seekers are screened, offered employment counseling, job search assistance, testing, and referral to training, jobs and other services.

In addition to helping applicants, the JSC assists employers in special recruiting efforts for hard-to-fill jobs, provide special testing and screening, and serve as an information source on employment development, affirmative action compliance, alien certification, the labor market, and programs especially designed to meet the needs of employers.

FIELD OPERATIONS DIVISION OFFICE:
Employment Security Department
212 Maple Park Drive
Olympia, Washington 98504-5311
Telephone: (206) 753-5149

FIELD OPERATIONS REGIONAL OFFICES:
EAST REGION
212 Maple Park Drive
Olympia, WA 98504
Telephone: (206) 753-2613

PUGET SOUND REGION
8746 Mary Avenue N.W.
P.O. Box 7032
Seattle, WA 98107
Telephone: (206) 545-6507

WEST REGION
212 Maple Park Drive
Olympia, WA 98504
Telephone: (206) 753-4765

Job Service Centers

ABERDEEN
2700 Simpson Avenue
P.O. Box 1747
Aberdeen, WA 98520
Telephone: (206) 533-9318

AUBURN
2705 I Street N.E.
P.O. Box 547
Auburn, WA 98002
Telephone: (206) 931-3912

BELLEVUE
13133 Bell-Red Road
P.O. Box 13133
Bellevue, WA 98009
Telephone: (206) 455-7100

BELLINGHAM
216 Grand Avenue
P.O. Box 938
Bellingham, WA 98227
Telephone: (206) 676-2060

BINGEN
114 West Steuben
P.O. Box 387
Bingen, WA 98605
Telephone: (509) 493-1210

BREMERTON
4980 Auto Center Way
P.O. Box 519
Bremerton, WA 98310
Telephone: (206) 478-4941

COLVILLE
162 South Wynn Street
P.O. Box 112
Colville, WA 99114
Telephone: (509) 684-2557

COWLITZ COUNTY
711 Vine Street
P.O. Box 29
Kelso, WA 98626
Telephone: (206) 577-2250

ELLENSBURG
521 Mountain View Rd.
P.O. Box 38
Ellensburg, WA 98926
Telephone: (509) 925-6166

EVERETT
College Plaza Shopping Center
1001 Broadway North
P.O. Box 870
Everett, WA 98206
Telephone: (206) 258-6721

LAKE CITY
11536 Lake City Way N.E.
P.O. Box 27550
Seattle, WA 98125
Telephone: (206) 545-7003

LAKEWOOD
4908 - 112th St. S.W.
P.O. Box 99848
Tacoma, WA 98499
Telephone: (206) 581-3030

LEWIS COUNTY
2015 North Kresky Road
P.O. Box 1187
Chehalis, WA 98532
Telephone: (206) 748-8653

LYNNWOOD
6606 196th Street S.W.
P.O. Box 6606
Lynnwood, WA 98036
Telephone: (206) 775-0511

MOSES LAKE
507 West Broadway
P.O. Box 1249
Moses Lake, WA 98837
Telephone: (509) 765-4554

MOUNT VERNON
320 Pacific Place
P.O. Box 160
Mount Vernon, WA 98273
Telephone: (206) 428-1300

OKANOGAN
219 South Second
P.O. Box 980
Okanogan, WA 98840
Telephone: (509) 422-2640

OLYMPIA
5000 Capitol Boulevard
P.O. Box 9848
Olympia, WA 98504-9848
Telephone: (206) 753-7282

PORT ANGELES
1601 E. Front Street
P.O. Box 982
Port Angeles, WA 98362
Telephone: (206) 457-9407

RAINIER
2531 Rainier Ave. South
P.O. Box 22510
Seattle, WA 98122
Telephone: (206) 721-4489

RENTON
1000 Index Avenue N.E.
P.O. Box 3065
Renton, WA 98056-0863
Telephone: (206) 764-4346

SEATTLE DOWNTOWN
2106 Second Avenue
Seattle, WA 98121
Telephone: (206) 464-5445

SPOKANE
South 130 Arthur
P.O. Box TAF-C-14
Spokane, WA 99220
Telephone: (509) 536-1495

SUNNYSIDE
800 E. Custer
P.O. Box 747
Sunnyside, WA 98944
Telephone: (509) 837-4904

TACOMA
1313 Tacoma Avenue South
Tacoma, WA 98402
Telephone: (206) 593-2400

TRI-CITIES
527 West Court
Pasco, WA 99301
Telephone: (509) 545-2333

VANCOUVER
803 West Evergreen Blvd.
P.O. Box 1209
Vancouver, WA 98666
Telephone: (206) 696-6511

WALLA WALLA
321 East Main Street
Drawer "H"
Walla Walla, WA 99362
Telephone: (509) 527-4393

WENATCHEE
215 Bridge Street
P.O. Box 1927
Wenatchee, WA 98810
Telephone: (509) 662-6167

YAKIMA
306 Division Street
Yakima, WA 98902
Telephone: (509) 575-2688

PRIVATE SCHOOLS continued

297. **Academy III**
2022 Boren Avenue
Seattle, WA 98121
(206) 624-1770

298. **Alexander School of Natural Therapeutics**
4030 Pacific Avenue
Tacoma, WA 98408
(206) 473-1142

299. **Asbestos Educational Services, Inc.**
3860 South 12 Street
P.O. Box 5533
Tacoma, WA 98405
(206) 752-9888

300. **Audio Educational Systems, Inc.**
d/b/a/ Washington School of Insurance
10225 SW Parkway
Portland, OR 97225
(503) 297-1344

301. **Audio Educational Systems, Inc.**
d/b/a/ Washington School of Insurance
10487 NE Fourth Plain Blvd.
Vancouver, WA 98662
(206) 256-9681

302. **Audio Educational Systems, Inc.**
d/b/a Washington School of Insurance
W 211 Augusta
Spokane, WA 99205
(509) 325-2587

303. **Bar Review Associates of Washington**
4143 University Way NE, Suite 305
Seattle, WA 98105
(206) 633-1068

304. **Bellevue Health & Training Center**
228 164 Avenue SE
Bellevue, WA 98008(206) 641-0848

305. **Boeing Computer Services**
375 Corporate Drive South
Tukwila, WA 98188
(206) 575-7478

306. **The Brian Utting School of Massage**
6135 Seaview Avenue NW
Seattle, WA 98107
(206) 282-4502

307. **Brokers Training**
1326 5th Ave., Suite 424
Seattle, WA 98101
(206) 622-2282

308. **BCTI Income Fund I**
d/b/a Business Computer Training Institute
15445 - 53 Ave. S.
Tukwila, WA 98188
(206) 431-8644

309. **BCTI Income Fund I**
d/b/a/ Business Computer Training Institute
204 SE Stone Mill Dr,Suite 205
Vancouver, WA 98684
(206) 253-2007

310. **Cleaning Training Institute**
1820 East Union
Seattle, WA 98122
(206) 325-2104

311. **Connecticut School of Broadcasting**
890 Ellington Road
South Windsor, CT 06074
(203) 282-1997

312. **Construction Industry Training Council**
909 South 28
Tacoma, WA 98409
(206) 454-2482

313. **Construction Industry Training Council**
Lynnwood High School
3001 - 184 SW
Lynnwood, WA 98037
(206) 454-2482

314. **Court Reporting Institute**
929 North 130, Suite 2
Seattle, WA 98133
(206) 363-8300

315. **Denver Institute of Technology, Inc.**
The Education Plaza
7350 North Broadway
Denver, CO 80221-3653
(303) 426-1801

316. **United Montessori Association**
d/b/a/ Edmonds Horizon Montessori School
700 Main Street
Edmonds, WA 98020
(206) 778-0303

317. **Federal Truck Driving School of San Diego**
1363 North Magnolia Street
El Cajon, CA 92020
(619) 444-4543

318. **Gene Juarez Advanced Training Center, Inc.**
1514 Sixth Avenue
Seattle, WA 98101
(206) 622-6611

319. **The Graduate School of Washington State for Health Management, Inc.**
1300 Esther Street #102
Vancouver, WA 98660
(206) 694-4301

320. **Griffin College**
2005 - 5th Avenue
Seattle, WA 98121
(206) 728-6800

321. **Griffin College**
1115 "A" Street
Tacoma, WA 98402
(206) 383-2263

322. **Griffin College**
10833 N.E. 8th
Bellevue, WA 98004
(206) 455-3636

323. **Hypnosis Educational and Wellness Institute**
W. 5919 Rutter Parkway
Spokane, WA 99208
(509) 483-8434

324. **Hypnotism & Human Engineering Institute of Washington**
3627 South 261 Street
P.O. Box 236
Kent, WA 98032
(206) 859-8712

325. **Inland Empire School of Floral Design**
East 11513 Trent Avenue
Spokane, WA 99206
(509) 972-9801

326. **Inland Massage Institute**
West 508 - 6th Ave., Suite 500
Spokane, WA 99204
(509) 838-3835

327. **Institute for Interactive Learning**
557 Roy Street
Seattle, WA 98109-4218
(206) 281-1626

328. **ITT Educational Services, Inc.**
3600 Depauw
P.O. Box 68888
Indianapolis, IN 46268-0888
(317) 875-7160

329. **ITT Technical Institute**
1320 S 324th, Suite A-118
Federal Way, WA 98003
(206) 952-5200

330. **John Casablancas Modeling & Career Center**
155 - 108 Avenue NE, Suite 202
Bellevue, WA 98004
(206) 646-3585

331. **Lambers CPA Review**
4466 Bridgetown Road
Cincinnati, OH 45211
(513) 574-8960

332. **Longman Financial Services Institute Inc.**
520 North Dearborn Street
Chicago, IL 60610-4975
(312) 836-0466

333. **M & M Environmental Inc.**
3902 North 34 Street
Tacoma, WA 98407
(206) 759-3443

334. **Maritime Environmental Conservation Education School**
800 Pearl Jensen Way South
P.O. Box 1161
La Conner, WA 98257-1161
(206) 466-3227

335. **Model Marketing**
Suite 370
3151 Elliott Avenue
Seattle, WA 98121
(206) 281-7714

336. **Montessori of Kirkland School**
802 2nd Street
Kirkland, WA 98033
(206) 827-4275

337. **Montessori Plus School/Montessori Teacher Preparation of Washington**
806 NE Hylen Way
Vancouver, WA 98665
(206) 574-4889

338. **Montessori Plus School/Montessori Teacher Preparation of Washington**
18935 37 Avenue NE
Seattle, WA 98155
(206) 367-4404

339. **Montessori Plus School/Montessori Teacher Preparation of Washington**
6510 West Arrowhead Ave.
Kennewick, WA 99336
(509) 783-2988

340. **National Academy for Paralegal Studies Inc.**
One Lethbridge Plaza, suite 23
P.O. Box 835
Mahwah, NJ 07430
([illegible]) [illegible]-0771

341. **Office Training Center**
109 Sidney Avenue
Port Orchard, WA 98366
(206) 876-6196

342. **Office Training Center**
512 East Washington
Sequim, WA 98382
(206) 683-7742

343. **P.J. & Company School of Fashion & Modeling**
E. 9612 Sprague
Spokane, WA 99206
(509) 922-6102

344. **People For People**
302 West Lincoln
Yakima, WA 98902
(509) 248-6726

345. **People For People**
425 S. Elm
Toppenish, WA 98948
(509) 865-5221

346. **People for People**
2201 East Edison
Sunnyside, WA 98944
(509) 837-7610

347. **Professional School of Modeling**
18 North 58 Avenue
Yakima, WA 98908
(509) 965-1151

348. **The Refrigeration School Inc.**
4210 E. Washington
Phoenix, AZ 85034
(602) 275-7133

349. **Resource Center for the Handicapped**
20150 45 Avenue NE
Seattle, WA 98155
(206) 362-2273

350. **Riggs Professional Education Programs**
230 Skinner Building
1326 Fifth Avenue
Seattle, WA 98101
(206) 624-0716

351. **Southwest Washington Massage Therapy Clinic & School**
1004 NE Minnehaha
Vancouver, WA 98665
(206) 696-2210

352. **Tempe Technical Institute, Inc.**
1839 West Drake Drive
Tempe, AZ 85284
(602) 820-4055

353. **Southwestern Montessori Training Center**
P.O. Box 13466
North Texas Station
Denton, TX 76203
(817) 387-4257

354. **Southwestern Montessori Training Center**
The Children's Garden Montessori School
805 Williams Blvd., #137
Richland, WA 99352
(509) 943-6388

355. **Spectrum Center School of Massage**
1001 North Russell Road
Snohomish, WA 98290
(206) 334-5409

356. **Teller Training Institute**
2033 Sixth Avenue, Suite 440
Seattle, WA 98121
(206) 448-7111

357. **Teller Training Institute**
8815 South Tacoma Way, #201
Tacoma, WA 98499
(206) 584-8180

358. **Teller Training Institute**
South 9 Washington, #801
Spokane, WA 99204
(509) 455-8855

359. **The Gaia Center**
d/b/a/ Transpersonal Hypnotherapy Institute
5115 - 116 NE, suite 101
Bellevue, WA 98004
(206) 462-6315

360. **Tripoint College**
16450 NE 17th Place
Bellevue, WA 98008
(206) 451-0786

361. **Unique School of Travel**
347 South 2
Walla Walla, WA 99362
(509) 529-8482

362. **United Schools, Inc.**
d/b/a/ United Truck Master
3250 U.S. 19 North
Clearwater, FL 34621
(813) 784-0880

State
Board for
Vocational
Education

[illegible] Although the number of individuals who helped put this CAREER GUIDE together and plan for its distribution would make for a long list here, the staff at the Planning, Research and Equity Division of the State Board for Vocational Education, would like to recognize those who made a significant contribution to the development of this edition of *Plan for Tomorrow Today*.

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[illegible] State Occupational Information Coordinating Committee (SOICC) — Technical Assistance and Partial Funding

Clover Park Vocational-Technical Institute
Department of Transportation
Employment Opportunities Center
Employment Security Department
Labor Market & Economic Analysis Branch

Michigan Employment Security Commission [illegible]
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State Board for Vocational Education Staff [illegible]
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State of Washington
Booth Gardner, Governor

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Plan for Tomorrow TODAY

CAREER PLANNING SUPPLEMENT

- KNOW YOURSELF........................ i
- KNOW YOUR EMPLOYER........... vii
- JOB APPLICATIONS.................. viii
- JOB INTERVIEWS........................ix
- EMPLOYEE AND EMPLOYER RIGHTS.................................. ix-x

PART TWO

CAREER CHOICE — TAKING THE FIRST STEP

If you are choosing a career, or beginning the job search, you've most likely asked yourself: "What do I want to do with the rest of my life?" You have probably found there are no easy answers to that question, either. First, you must pick a career that is "right" for you. You don't want to find yourself doing a job you don't like. Secondly, there are so many types of jobs to choose from. How do you know which careers and jobs are out there for you?

Some answers to the questions you are asking yourself can be found on the following pages. In this section, you will find advice on where to begin a job search, how to write resumes, how to complete an application form, what to do in an interview, and how to handle rejection.

Remember: You've got plenty of time to explore different options and to change your mind. Don't narrow your career scope too early. Instead, pick a general career field, such as office work, computers, or electronics. You can always make specific occupational choices later on.

STEP 1: KNOW YOURSELF

The most important step in your job search comes before you actually file an application, or even before you look at a newspaper want ad. The first step is to know yourself. Know every detail about yourself and be realistic about what you are able to do. Think about your skills and abilities, and, even more importantly, your likes and dislikes. Write a list of your background and experiences so that you know what you have to offer an employer. You may want to begin thinking about yourself by asking a few simple questions.

Your Interests: Do you like to work with people, numbers, or objects? Do you like directing or organizing? Are you scientific or technical? Do you like detailed work?

Your Aptitude (physical and mental skills): Do you have good verbal skills? Spatial perception? Manual dexterity? Do you have any special talents or aptitudes?

Your Temperament: Do you like to work under stress (things that worry you, or make you feel bad)?

Your Education: What training and education do you have?

Your Experience: What jobs have you had? What did you like or dislike about each? What equipment can your operate? Have you done any volunteer work? Have you had responsibilities in any clubs or organizations?

Your Working Conditions: Could you work in a noisy atmosphere? Could you work in a job where risk or injury is possible? Do you prefer to sit or stand? Which physical or mental skills of a job would you be able to handle?

Your Hours of Work/Pay: How much money would you like to earn? Are you willing to travel? Are you willing to work various shifts, on weekends, nights, or overtime?

The following exercises and the "Job List" were designed to help you compare your interests and skills with types of job characteristics. ONE NOTE OF CAUTION: The exercises and the charts can be helpful in organizing occupational information, but are intended only as general exploratory tools. Before you eliminate an occupation from consideration because of a single characteristic, you should realize that the job characteristic presented in the table refers only to a typical job in the occupation. All jobs in the occupation are not alike. You should check further into the occupation — either through reading, talking to a counselor, or better still, talking to someone working at that job. It is important that you explore every fact possible in order to better match your interests and your abilities with the occupation. Information that will help you complete these exercises are provided on the following pages. In some instances, it is suggested that you seek help from knowledgeable individuals in business and industry.

EXERCISE 1: LIFE CIRCUMSTANCES

1. Take a few minutes to list five things you would love to do.

   1. ______________________________
   2. ______________________________
   3. ______________________________
   4. ______________________________
   5. ______________________________

2. What are your hobbies and special interests? List two jobs related to each.

   1. ______________________________
   2. ______________________________

3. Are you changing your choice of work? Why? ______________________________

   ____

4. What don't you like about your present job? ______________________________

   ____

5. List five jobs which you are qualified to do.

   1. ______________________________
   2. ______________________________
   3. ______________________________
   4. ______________________________
   5. ______________________________

6. Are you limited in any way by your current status or condition, such as a physical handicap or lack of transportation? What are some ways to overcome these?

   ____

   ____

   ____

   ____

   ____

EXERCISE 2: EDUCATION

List each of the schools you have attended, dates, courses of study and degrees received. If you have not completed your education, write your plans as well as how you will finance continued education.

Training or Education	Dates	Degrees	What Jobs Has This Training Prepared You For?
1. High School or GED:			
2. Community or Junior College:			
3. University:			
4. Vocational or Technical Training:			

Other Training: *List any special training you have received — dates, places and skills you obtained. Include business and trade schools, correspondence courses, military training, or special courses you completed through your employer.*

____

____

____

EXERCISE 3: WORK EXPERIENCE

Make a worksheet like this for each of the jobs you have held — including part-time or voluntary.

Employer's Name ______________________________

Employer's Address: ______________________________

____

Supervisor's Name: ______________________________

Dates Worked: From ______________ **To** ______________

Reason You Left Job: ______________________________

Machines/Vehicles You Operated: ______________________________

____

Name of Job Held: ______________________________

Tasks You Did:

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________

Now prioritize (1, 2, 3, etc.) each task to determine how satisfying the job was to do. Would you like another job like this one?

____

____

____

EXERCISE 4: INTERESTS, ABILITIES AND SKILLS

Check your feelings — your likes, your dislikes, your don't cares — for each of the personal characteristics listed below. Remember there are no right answers. This is simply a way to get a better picture of yourself and the types of jobs that may interest you. When you have completed checking the list of characteristics, transfer your "likes" to the "Job List" in Exercise 5.

Like	Don't Care	Dislike	Characteristics
			INTERESTS:
☐	☐	☐	1. Dealing with scientific and technical ideas.
☐	☐	☐	2. Being creative.
☐	☐	☐	3. Making decisions.
☐	☐	☐	4. Dealing with people in a business setting.
☐	☐	☐	5. Influencing and sharing ideas with people.
☐	☐	☐	6. Helping people.
☐	☐	☐	7. Working with machines and equipment.
☐	☐	☐	8. Working with things and objects.
☐	☐	☐	9. Following an organized routine.
☐	☐	☐	10. Understanding words and communicating.
			APTITUDES:
☐	☐	☐	11. Using numbers.
☐	☐	☐	12. Understanding relationships of objects.
☐	☐	☐	13. Seeing fine details in pictures or objects.
☐	☐	☐	14. Seeing details in words and numbers.
☐	☐	☐	15. Moving your hands and fingers rapidly.
☐	☐	☐	16. Handling small objects rapidly.
☐	☐	☐	17. Working with objects skillfully.
☐	☐	☐	18. Reacting to hand and foot movements.
☐	☐	☐	19. Seeing differences in shades of the same color.
			WORK AREAS:
☐	☐	☐	20. Literary and visual arts and crafts.
☐	☐	☐	21. Physical and life sciences such as medicine.
☐	☐	☐	22. Caring for plants or animals.
☐	☐	☐	23. The safety of others such as law enforcement.
☐	☐	☐	24. Applying mechanical principles to practical situations.
☐	☐	☐	25. Organized tasks such as in a factory.
☐	☐	☐	26. Detailed tasks such as in an office.
☐	☐	☐	27. Selling things to people.
☐	☐	☐	28. Helping visitors, travelers and customers.
☐	☐	☐	29. Helping to care for the welfare of others.
☐	☐	☐	30. Leading and influencing other people.

EXERCISE 5: OCCUPATIONS GROUPED BY CHARACTERISTICS

Transfer your "likes" from EXERCISE 4 to this chart by circling the appropriate number. This will allow you to compare your "like characteristics" with occupations requiring similar characteristics of interests.

INTERESTS:

Characteristics	Occupations		
1. Scientific & Technical	Computer Programmers Computer Repairers Dental Hygienists Drafters EEG Technicians EKG Technicians Electronics Technicians Emergency Medical Technicians Engineering Technicians	Health Technicians/Technologists Instrument Repairers Laboratory Testers Licensed Practical Nurses Medical Assistants Medical Laboratory Technicians/Technologists Pharmacists' Assistants	Physicians' Assistants Radiologic Technologists Registered Nurses Respiratory Therapists Soil Conservation Aides Systems Analysts Technical Illustrators Veterinary Technicians
2. Creative	Chefs Cosmetologists	Industrial Designers Technical Illustrators	
3. Making Decisions	Bill Collectors Claim Adjusters General Office Clerks Legal Assistants Legal Secretaries	Medical Records Technicians Medical Secretaries Personnel Officers Recreation Leaders	Secretaries Stenographers Teachers' Assistants Travel Agents
4. Dealing With People In Business	Bank Tellers Bartenders Bill Collectors Business Managers Buyers & Purchasing Agents Cashiers Claim Adjusters Cosmetologists Dental Assistants	Fashion Merchandisers Grocery Checkers Health Aides Hotel & Motel Managers Legal Secretaries Office Managers Personnel Officers Radio & Television Announcers	Receptionists Reducing Salon Attendants Restaurant Managers Retail Sales Clerks Secretaries Security Guards Small Business Operators Travel Agents Waiters/Waitresses
5. Influencing And Sharing Ideas	Bill Collectors Buyers & Purchasing Agents	Fashion Merchandisers Radio & Television Announcers	Travel Agents
6. Helping People	Child Care Workers Emergency Medical Technicians Health Aides Licensed Practical Nurses Medical Assistants	Nurse Aides & Orderlies Physician Assistants Radiologic Technologists Recreation Leaders	Registered Nurses Respiratory Therapists Teacher Assistants Therapists' Assistants
7. Working With Machines	Accounting & Statistical Clerks Aircraft Mechanics Appliance Repairers Automobile & Heavy Equipment Mechanics Bakers Body & Fender Repairers Bookkeepers Building Maintenance Workers Cabinetmakers Chefs Clerk Typists Computer Operators Computer Programmers Computer Repairers Data Entry Operators Dental Assistants Dental Hygienists Dental Laboratory Technicians Dinner Cooks Drafters EEG Technicians	EKG Technicians Electronics Assemblers Electronics Technicians Engineering Technicians Equipment Repairers Farm Equipment Mechanics Food Service Workers Glaziers Grocery Checkers Health Technicians/Technologists Heating-Cooling System Mechanics Heavy Equipment Operators Instrument Repairers Insulation Workers Irrigation Technicians Janitors Laboratory Testers Local Truck Drivers Machinists Meat Cutters	Medical Laboratory Technicians/Technologists Medical Records Technicians Millwrights Office Machine Repairers Opticians Pest Control Workers Pharmacists' Assistants Photofinishers Plumbers Production Assemblers Radio & TV Service Technicians Sewage Plant Operators Shipping & Receiving Clerks Systems Analysts Technical Illustrators Travel Agents Welders Word Processing Machine Operators
8. Working With Things And Objects	Accounting & Statistical Clerks Aircraft Mechanics Appliance Repairers Automobile Mechanics Bakers Body & Fender Repairers Bookkeepers Building Maintenance Workers Buspersons Cabinetmakers Cashiers Dental Laboratory Technicians Electronics Assemblers Electronics Technicians Farm Equipment Mechanics Food Service Workers	Garbage Collectors Groundskeepers & Gardeners Heating-Cooling System Mechanics Heavy Equipment Operators Insulation Workers Irrigation Technicians Janitors Laboratory Testers Pest Control Workers Local Truck Drivers Machinists Meat Cutters Medical Laboratory Technicians/Technologists Opticians	Pharmacists' Assistants Photofinishers Plumbers Production Assemblers Sewage Plant Operators Retail Sales Clerks Room Cleaners Shipping & Receiving Clerks Stock Clerks Travel Agents Truck & Heavy Equipment Mechanics Veterinary Technicians Welders
9. Following An Organized Routine	Accounting & Statistical Clerks Bank Tellers Buspersons Data Entry Operators Electronics Assemblers Food Service Workers	Garbage Collectors Grocery Checkers Groundskeepers & Gardeners Kitchen Helpers Local Truck Drivers Medical Assistants	Production Assemblers Receptionists Room Cleaners Waiters/Waitresses Word Processing Machine Operators
10. Understanding Words and Communicating	Bank Tellers Bartenders Bill Collectors Bookkeepers Building Maintenance Workers Business Managers Buyers & Purchasing Agents Cabinetmakers Cashiers Chefs Claim Adjusters Clerk Typists Computer Operators Computer Programmers Computer Repairperson Cosmetologists Data Entry Operators Dental Assistants Dental Hygienists Dental Laboratory Technicians Dinner Cooks Drafter EEG Technicians EKG Technicians Electronics Technicians Emergency Medical Technicians Engineering Technicians Equipment Repairers	Farm Equipment Mechanics Fashion Merchandisers General Office Clerks Grocery Checkers Health Aides Health Technicians/Technologists Heating-Cooling System Mechanics Hotel & Motel Managers Industrial Designers Instrument Repairers Irrigation Technicians Laboratory Testers Legal Assistants Legal Secretaries Licensed Practical Nurses Machinists Medical Assistants Medical Laboratory Technicians/Technologists Medical Records Technicians Medical Secretaries Millwrights Office Machine Repairers Office Managers Opticians Personnel Officers Pharmacists' Assistants	Physicians' Assistants Plumbers Radiologic Technologists Radio & Television Announcers Radio & TV Service Technicians Receptionists Recreation Leaders Registered Nurses Respiratory Therapists Restaurant Managers Retail Sales Clerks Secretaries Shipping & Receiving Clerks Soil Conservation Aides Small Business Operators Stenographers Stock Clerks Teachers' Assistants Technical Illustrators Therapists' Assistants Travel Agents Truck & Heavy Equipment Operators Veterinary Technicians Waiters/Waitresses Word Processing Machine Operators

APTITUDES:

Characteristics	Occupations
11. Using Numbers	Accounting & Statistical Clerks Aircraft Mechanics Bank Tellers Bill Collectors Body & Fender Repairers Bookkeepers Building Maintenance Workers Business Managers Buyers & Purchasing Agents Cabinetmakers Cashiers Chefs Claim Adjusters Computer Operators Computer Programmers Computer Repairers Dental Assistants Dental Hygienists Dental Laboratory Technicians Dinner Cooks Drafters EEG Technicians EKG Technicians Electronics Technicians Emergency Medical Technicians Engineering Technicians Farm Equipment Mechanics Fashion Merchandisers General Office Clerks Grocery Checkers Health Technicians/ Technologists Heating-Cooling System Mechanics Hotel & Motel Managers Industrial Designers Instrument Repairers Janitors Laboratory Testers Legal Assistants Legal Secretaries Machinists Medical Laboratory Technicians/Technologists Medical Records Technicians Medical Secretary Millwrights Office Machine Repairers Office Managers Opticians Personnel Officers Pharmacists' Assistants Physicians' Assistants Plumbers Radio & Television Announcers Radio & TV Service Technicians Radiologic Technologists Registered Nurses Respiratory Therapists Restaurant Managers Retail Sales Clerks Secretaries Sewage Plant Operators Shipping & Receiving Clerks Small Business Operators Soil Conservation Aides Stock Clerks Systems Analysts Teachers' Assistants Technical Illustrators Therapists' Assistants Travel Agents Truck & Heavy Equipment Mechanics Welders
12. Relationship Of Objects	Aircraft Mechanics Appliance Repairers Automobile Mechanics Body & Fender Repairers Building Maintenance Workers Cabinetmakers Computer Operators Computer Programmers Computer Repairers Cosmetologists Dental Hygienists Dental Laboratory Technicians Drafters EEG Technicians EKG Technicians Electronics Assemblers Electronics Technicians Emergency Medical Technicians Engineering Technicians Equipment Repairers Farm Equipment Mechanics Glaziers Groundskeepers & Gardeners Health Technicians/ Technologists Heating-Cooling System Mechanics Heavy Equipment Operators Hotel & Motel Managers Industrial Designers Instrument Repairers Insulation Workers Irrigation Technicians Janitors Laboratory Testers Licensed Practical Nurses Local Truck Drivers Machinist Meat Cutters Medical Laboratory Technicians/Technologists Millwrights Office Machine Repairers Opticians Personnel Officers Registered Nurses Shipping & Receiving Clerks Soil Conservation Aides Systems Analysts Personnel Officers Physicians' Assistants Plumbers Radiologic Technologists Radio & TV Service Technicians Recreation Leaders Registered Nurses Respiratory Therapists Technical Illustrators Therapists' Assistants Truck & Heavy Equipment Mechanics Veterinary Technicians Welders Word Processing Machine Operators
13. Fine Details In Pictures & Objects	Accounting & Statistical Clerks Aircraft Mechanics Appliance Repairers Automobile Mechanics Bakers Bank Tellers Body & Fender Repairers Bookkeepers Building Maintenance Workers Cabinetmakers Chefs Clerk Typists Computer Operators Computer Programmers Computer Repairers Cosmetologists Data Entry Operators Dental Assistants Dental Hygienists Dental Laboratory Technicians Dinner Cooks Drafters EEG Technicians EKG Technicians Electronics Assemblers Electronics Technicians Emergency Medical Technicians Engineering Technicians Equipment Repairers Farm Equipment Mechanics Fashion Merchandisers Fry Cooks Glaziers Grocery Checkers Health Technicians/ Technologists Heating-Cooling System Mechanics Hotel & Motel Managers Industrial Designers Instrument Repairers Irrigation Technicians Laboratory Testers Legal Secretaries Licensed Practical Nurses Medical Laboratory Technicians/Technologists Therapists' Assistants Machinists Meat Cutters Medical Secretaries Millwrights Office Machine Repairers Opticians Pharmacists' Assistants Physicians' Assistants Plumbers Production Assemblers Radiologic Technologists Radio & TV Service Technicians Recreation Leaders Registered Nurses Respiratory Therapists Secretaries Sewage Plant Operators Shipping & Receiving Clerks Small Business Operators Soil Conservation Aides Stenographers Systems Analysts Technical Illustrators Truck & Heavy Equipment Mechanics Veterinary Technicians Word Processing Machine Operators

Characteristics	Occupations
14. Details In Words & Numbers	Accounting & Statistical Clerks Bank Tellers Bookkeepers Business Managers Buyers & Purchasing Agents Cabinetmakers Cashiers Chefs Claim Adjusters Clerk Typists Computer Operators Computer Programmers Data Entry Operators Dental Assistants Dinner Cooks Drafters EKG Technicians Electronics Technicians Emergency Medical Technicians Engineering Technicians Fashion Merchandisers General Office Clerks Grocery Checkers Health Technicians/ Technologists Hotel & Motel Managers Industrial Designers Laboratory Testers Legal Assistants Legal Secretaries Medical Assistants Medical Records Technicians Medical Secretaries Office Managers Physicians' Assistants Radiologic Technologists Radio & Television Announcers Receptionists Registered Nurses Restaurant Managers Secretaries Sewage Plant Operators Shipping & Receiving Clerks Small Business Operators Stenographers Stock Clerks System Analysts Teachers' Assistants Technical Illustrators Therapists' Assistants Travel Agents Veterinary Technicians Word Processing Machine Operators
15. Moving Your Hands And Fingers Rapidly	Accounting & Statistical Clerks Aircraft Mechanics Animal Caretakers Appliance Repairers Automobile Mechanics Bakers Bank Tellers Body & Fender Repairers Bookkeepers Building Maintenance Workers Cabinetmakers Cashiers Chefs Computer Operators Computer Repairers Cosmetologists Data Entry Operators Dental Hygienists Dental Laboratory Technicians Dinner Cooks Drafters EKG Technicians Electronics Technicians Emergency Medical Technicians Engineering Technicians Equipment Repairers Farm Equipment Mechanics Food Service Workers Fry Cooks Glaziers Grocery Checkers Health Aides Health Technicians/ Technologists Heating-Cooling System Mechanics Heavy Equipment Operators Industrial Designers Instrument Repairers Insulation Workers Irrigation Technicians Janitors Laboratory Testers Legal Secretaries Licensed Practical Nurses Local Truck Drivers Machinists Meat Cutters Medical Assistants Medical Laboratory Technicians/Technologists Medical Secretaries Millwrights Office Machine Repairers Opticians Pharmacists' Assistants Physicians' Assistants Plumbers Production Assemblers Radiologic Technologists Radio & TV Service Technicians Recreation Leaders Reducing Salon Attendants Respiratory Therapists Retail Sales Clerks Secretaries Soil Conservation Aides Stenographers Technical Illustrators Therapists' Assistants Truck & Heavy Equipment Mechanics Veterinary Technicians Welders Word Processing Machine Operators
16. Handling Small Objects	Accounting & Statistical Clerks Aircraft Mechanics Animal Caretakers Appliance Repairers Automobile Mechanics Bakers Bank Tellers Body & Fender Repairers Bookkeepers Building Maintenance Workers Cabinetmakers Cashiers Clerk Typists Computer Operators Computer Programmers Computer Repairers Cosmetologists Data Entry Operators Dental Assistants Dental Hygienists Dental Laboratory Technicians Drafters EKG Technicians Electronics Assemblers Electronics Technicians Emergency Medical Technicians Engineering Technicians Equipment Repairers Farm Equipment Mechanics Food Service Workers General Office Clerks Glaziers Grocery Checkers Health Aides Health Technicians/ Technologists Heating-Cooling System Mechanics Industrial Designers Instrument Repairers Insulation Workers Laboratory Testers Legal Secretaries Licensed Practical Nurses Machinists Meat Cutters Medical Assistants Medical Laboratory Technicians/Technologists Medical Secretaries Millwrights Office Machine Repairers Opticians Pharmacists' Assistants Photofinishers Physicians' Assistants Plumbers Radio & TV Service Technicians Radiologic Technologists Recreation Leaders Registered Nurses Respiratory Therapists Room Cleaners Secretaries Soil Conservation Aides Stenographers Technical Illustrators Therapists' Assistants Truck & Heavy Equipment Mechanics Veterinary Technicians Welders Word Processing Machine Operators

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APTITUDES, cont.

Characteristics	Occupations		
17. Working With Objects Skillfully	Animal Caretakers Aircraft Mechanics Appliance Repairers Automobile Mechanics Bakers Bank Tellers Bartenders Body & Fender Repairers Bookkeepers Building Maintenance Workers Cabinetmakers Cashiers Chefs Clerk Typists Computer Repairers Cosmetologists Dental Assistants Dental Hygienists Dental Laboratory Technicians Dinner Cooks Drafters EKG Technicians Electronics Assemblers Electronics Technicians Emergency Medical Technicians Engineering Technicians Equipment Repairers Farm Equipment Mechanics	Food Service Workers Fry Cooks Garbage Collectors General Office Clerks Glaziers Grocery Checkers Groundskeepers & Gardeners Health Aides Health Technicians/ Technologists Heating-Cooling System Mechanics Heavy Equipment Operators Industrial Designers Instrument Repairers Insulation Workers Irrigation Technicians Janitors Laboratory Testers Legal Secretaries Licensed Practical Nurses Local Truck Drivers Machinists Meat Cutters Medical Assistants Medical Laboratory Technicians/Technologists Medical Secretaries Millwrights	Nurses Aides & Orderlies Office Machine Repairers Opticians Photofinishers Physicians' Assistants Plumbers Production Assemblers Radiologic Technologists Radio & TV Service Technicians Recreational Leaders Reducing Salon Attendants Registered Nurses Respiratory Therapists Secretaries Sewage Plant Operators Shipping & Receiving Clerks Soil Conservation Aides Stenographers Technical Illustrators Therapists' Assistants Truck & Heavy Equipment Mechanics Veterinary Technicians Waiters/Waitresses Welders Word Processing Machine Operators
18. Reacting To Hand & Foot Movements	Emergency Medical Technicians	Heavy Equipment Operators Local Truck Drivers	Recreation Leaders Therapists' Assistants
19. Seeing Differences In Shades Of The Same Color	Computer Repairers Cosmetologists Dental Hygienists Dental Laboratory Technicians Electronics Assemblers	Emergency Medical Technicians Industrial Designers Laboratory Testers Medical Laboratory Technicians/Technologists	Pharmacists' Assistants Physicians' Assistants Registered Nurses Technical Illustrators Veterinary Technicians

WORK AREAS:

Characteristics	Occupations		
20. Literary And Visual Arts And Crafts	Cosmetologists Glaziers Industrial Designers	Radio & Television Announcer	Technical Illustrators
21. Physical And Life Sciences	Health Technicians/ Technologists Laboratory Testers	Medical Laboratory Technicians/Technologists Pharmacists' Assistants	Soil Conservation Aides Veterinary Technicians
22. Caring For Plants and Animals	Animal Caretakers Groundskeepers & Gardeners	Heavy Equipment Operators	Veterinary Technicians
23. Safety Of Others	Bill Collectors	Security Guards	
24. Applying Mechanical Principles To Practical Situations	Aircraft Mechanics Appliance Repairers Automobile Mechanics Bakers Body & Fender Repairers Building Maintenance Workers Cabinetmakers Chefs Computer Repairers Dental Laboratory Technicians Dinner Cooks Drafters Electronics Technicians Engineering Technicians Equipment Repairers Farm Equipment Mechanics	Food Service Workers Fry Cooks Garbage Collectors Glaziers Health Technicians/ Technologists Heating-Cooling System Mechanics Heavy Equipment Operators Instrument Repairers Insulation Workers Irrigation Technicians Janitors Kitchen Helpers Local Truck Drivers Machinists	Meat Cutters Millwrights Office Machine Repairers Opticians Pest Control Workers Photofinishers Plumbers Radio & TV Service Technicians Room Cleaners Sewage Plant Operators Shipping & Receiving Clerks Stock Clerks Technical Illustrators Truck & Heavy Equipment Mechanics

Characteristics	Occupations		
25. Organized Tasks	Bakers Electronics Assemblers Glaziers	Meat Cutters Opticians	Photofinishers Production Assemblers
26. Detailed Tasks	Accounting & Statistical Clerks Bank Tellers Bill Collectors Bookkeepers Cashiers Clerk Typists Computer Operators Data Entry Operators	General Office Clerks Grocery Checkers Legal Assistants Legal Secretaries Medical Records Technicians Medical Secretaries Office Managers	Receptionists Secretaries Stenographers Teachers' Assistants Travel Agents Word Processing Machine Operators
27. Selling Things To People	Buyers & Purchasing Agents Fashion Merchandisers	Radio & Television Announcers	Retail Sales Clerks
28. Helping Visitors, Travelers & Customers	Bartenders Buspersons Cosmetologists	Recreation Leaders Reducing Salon Attendants	Retail Sales Clerks Waiters/Waitresses
29. Helping To Care For The Welfare Of Others	Day Care Instructors Dental Assistants Dental Hygienists EEG Technicians EKG Technicians Emergency Medical Technicians	Health Aides Health Technicians/ Technologists Licensed Practical Nurses Medical Assistants Nurse Aides & Orderlies	Physicians' Assistants Radiologic Technologists Registered Nurses Respiratory Therapists Therapists' Assistants
30. Leading And Influencing People	Business Managers Buyers & Purchasing Agents Claim Adjusters Computer Operators Hotel & Motel Managers	Legal Assistants Office Managers Personnel Officers Radio & Television Announcers	Restaurant Managers Small Business Operators Systems Analysts Teachers' Assistants

EXERCISE 6: MAKING SOME HARD DECISIONS

Review your selections and the accompanying occupations shown in EXERCISE 5. Circle any occupations that appear more than once. The more times an occupation appears, the more you should consider that occupation as a priority choice. If they appear only once, then you should select those occupations in which you believe that you have the most interest, ability and skill.
List your top three choices in the spaces below.

(1)____

(2)____

(3)____

Look your choices over again. If you are sure you have done the best you can, transfer your selections to the spaces provided under "JOB OPTION" in EXERCISE 7. Now you are ready to start an "in-depth" investigation of your top choices!

EXERCISE 7: A CHECKLIST FOR SOME FINAL QUESTIONS

	Job Option 1	Job Option 2	Job Option 3
Note: If you need help in answering these questions refer to the column at the right of the page.			
THE JOB:			
1. What is the future of this occupation?			
Excellent			
Good			
Fair			
Poor			
2. How many people are employed in this occupation in Washington?			
3. How many job openings are there this year?			
4. How much does this job pay?			
SPECIAL REQUIREMENTS:			
5. What are the physical requirements for this job?			
6. Can I meet all the physical requirements? Yes			
No			
7. Does this job require a license? Yes			
No			
8. Can I qualify for a license? Yes			
No			
9. Do I need to be bonded for this job? Yes			
No			
10. Can I meet all the bonding requirements? Yes			
No			
TRAINING:			
11. Where is the training offered?			
12. How long does the training last?			
13. When can I start?			
14. Is there a waiting list?			
15. Is training available elsewhere sooner?			
16. What will I do in the meantime while waiting to get in a class?			
17. Can training be provided on the job?			
COSTS:			
18. How much will tuition cost?			
Books, etc?			
Supplies?			
Board?			
Room?			
Transportation?			
19. Are there grants, scholarships, or loans available?			
20. Can my spouse, parents, or others help with expenses?			
21. Can I work part or full time?			

SOME HELP IN ANSWERING "SOME FINAL QUESTIONS"

1., 2., 3., 4., 5. See pages 6-26.

6., 7. 8., 9. 10. If you are serious about training for an occupation, you should answer these questions before you start. Can you imagine spending two years in a training program and upon graduating and applying for a job, you find out that you can't pass the company's physical requirements because you are color blind or that because of some youthful indiscretion you cannot be bonded which is a requirement for the job?

To determine if a bond or a license is required for a particular occupation, contact the licensing agency whose address and telephone number is on page 30.

11. See page 6.

12., 13. 14., 15. 15., 17. Call the schools that provide such training. Their addresses and telephone numbers are listed on page 32-35.

18., 19. See school catalog or contact counselor. Also see page 31.

20. We can't help you with this one!

21. Only you and your circumstances can tell.

STEP 2: KNOW THE EMPLOYER

The next step is to become familiar with prospective employers. Use the section below to record information about each company or business in which you are interested. This information will be helpful if you have an interview with these employers. It will also assist you in matching your skills and interests with specific jobs or tasks within the company.

It may also be possible to talk to someone who works for the company in order to find out more about a specific occupation. This is called an "Information Interview." In general, people like to talk about themselves, so it shouldn't be too hard to find a professional willing to talk about his or her job. Guidance counselors, local civic organizations, and professional organizations can probably suggest persons in the business community who might allow an interview. Here are some questions you may want to ask.

- What type of training and education did you need to get your job?
- What do you like and dislike about your job?
- What is your job routine?
- What opportunity is there in your job to meet other people? To learn new skills?
- What is the typical salary range for your job, and what benefits do you receive?
- What advice would you give to persons wanting to go into your career field?

If you have friends or relatives who own a business, you might also ask them if you could spend some time helping out. In this way, you could learn more about that particular business.

RESEARCHING THE COMPANY

Name____________________of ____________________Company

What does the firm do?____________________

How old is the company or how long has it been in business?__________

Where are its plants, stores, offices?____________________

____

What are its products or services?____________________

____

What has been its growth?____________________

What are its prospects for the future?____________________

Do the firm's products or services have a long-term market?__________

Who is in charge of the company?____________________

Who is in charge of the department in which you would be working?____

Who are the competitors?____________________

How many in the field?____________________

Is it large or small?____________________

What are the company's financial prospects?____________________

____

What kinds of jobs does it have that I could fill?____________________

____

STEP 3: DEVELOP A RESUME

Resumes give the employer written evidence of your qualifications. When creating a resume, you need two different kinds of information: Facts about yourself and facts about the job you want. With this information in hand, you can present the facts about yourself in terms of the job. You have more freedom with a resume than with an application form; you can put your best points first and avoid blanks.

Know yourself. Begin by assembling information about yourself. Some items appear on virtually every resume or application form, including the following:

- Current address and phone number — if you are rarely at home during business hours, try to give the phone number of a friend or relative who will take messages for you.
- Job sought or career goal.
- Experience (paid and volunteer) — date of employment, name and full address of the employer, job title, starting and finishing salary, and reason for leaving (moving, returning to school, and seeking a better position are among the readily accepted reasons).
- Education — the school's name, the city in which it is located, the years you attended it, the diploma or certificate you earned, and the course of studies you pursued.
- Other qualifications — hobbies, organizations you belong to, honors you have received, and leadership positions you have held.
- Office machines, tools, and equipment you have used and skills that you possess.

Other information, such as your Social Security number, is often asked for on application forms but is rarely presented on resumes. Honesty is very important, but you are not required to reveal disabilities that do not affect your overall qualifications for a job.

Know the job. Next, gather specific information about the jobs for which you are applying. You need to know the pay range, education and experience usually required, hours and shifts usually worked. Most importantly, you need to know the job duties (so that you can describe your experience in terms of those duties). Study the job description. Some job announcements, especially those issued by a government, even have a checklist that assigns a numerical weight to different qualifications so that you can be certain as to which is the most important.

Once you have the information you need, you can prepare a resume. You may need to prepare more than one master resume if you are going to look for different kinds of jobs. Otherwise, your resume will not fit the job you seek.

The way you arrange your resume depends on how well your experience seems to prepare you for the position you want. Basically, you can either describe your most recent job first and work backwards (reverse chronology) or group similar skills together. No matter which format you use, the following advice generally applies:

- Use specifics. A vague description of your duties will make only a vague impression.
- Identify accomplishments. If you headed a project, improved productivity, reduced costs, increased membership, or achieved some other goal, say so.
- Type your resume, using a standard typeface. (Printed resumes are becoming more common, but employers do not indicate a preference for them.)
- Keep the length down to two pages at the most.
- Remember your mother's advice not to say anything if you cannot say something nice. Leave all embarrassing or negative information off the resume — but be ready to deal with it in a positive fashion at the interview.
- Proofread the master copy carefully.
- Use the best quality photocopying machine and good white or off-white paper.

SOURCES FOR FINDING JOB OPENINGS

You'll need to know where to look for jobs before starting the actual job search. Here is a list of job sources:

- **Friends.** About 80 percent of jobs are filled through word-of-mouth from friends, relatives, and informal contacts. Ask former employers, local business people, and your working friends whether they know of any current job openings.
- Your local **Job Service Center of Washington.** Many employers are required to list their openings with this office. Job Service provides listings in more job categories than any other source available. Job Service counselors may know about job openings, even from employers who may not have listed their openings with the service.
- **Newspaper Ads.** The classified section of daily newspapers is a good source of job announcements in the community. The newspaper should not be overlooked. If you are thinking about moving to another area, visit the library and look at want-ads in out-of-town newspapers.
- **Gate Walk-Ins.** You may want to go directly to an employer. Some may place signs in their windows, announcing job openings.
- **School Placement Offices.** High schools, business schools, and colleges often have career services for job hunters. Also talk with teachers, staff, and fellow students for handy information in finding the right job.
- **Yellow Pages in the Telephone Directory.** Telephone books list companies by either what they manufacture or the service they provide. You can match your skills with the company most likely in need of them by looking under the particular skill area (such as plumbing, electricity, etc.) that you are pursuing.
- **Private Employment Agencies.** Some employment agencies charge you a fee, while others charge the fee to the employer. You should first learn what types of jobs the agency handles and understand whether you will be required to pay for this service.
- **Civil Service Bulletins.** Federal Service Bulletins are available at Job Service Offices, public libraries, and the local Post Office. Write to your local Job Service Office for state government job announcements and examination dates.
- **Professional Associations.** Listings of associations for various job categories (such as a plumber's union) can be found in your local library. These are useful for specialized occupations. Many associations print publications or magazines that may list job openings in certain fields.
- Also try your **Chamber of Commerce** or union hiring halls. You may also mail your resume directly to companies.

STEP 4: COMPLETE THE APPLICATION FORM

Most employers see your application before they see you. If you want to be interviewed, your application must make an outstanding impression. Messy, illegible or incomplete forms are often tossed into the waste basket.

The way you fill out your application form has a great deal to do with whether you get the interview and the job. Employers often make assumptions about the quality of work you would do by the way you fill out an application. Attitude, stability, and motivation can all be communicated on the form and a sharp and orderly presentation of your skills is the best way to get the interview. Get a copy of a standard application form at an office supply store; and by using your self-assessment inventory, addresses, dates and names of former employers, your Social Security card, documents of education and training, and other papers you will be able to complete the application. When completed, this form can be a master copy for use as a reference when filling out new applications, as many employers have their own forms. And don't forget:

A SOCIAL SECURITY NUMBER will be needed. If you have never worked before, call or write the nearest Social Security Office and request an application for a social security number. Using your correct number on application forms can make the difference between being eligible or ineligible for benefits when you reach 65.

LETTERS OF REFERENCE can be helpful to your job hunt. Sometimes called letters of introduction, they can be written by teachers, professors, employers, or work associates.

Such letters are addressed "To Whom It May Concern" and copies can be attached to your resume, or taken to a job interview. This is especially important when seeking work in a new community.

DOCUMENTS VERIFYING EDUCATION OR TRAINING may also be necessary. High school or college diplomas, transcripts, verification of apprenticeship or military training, or other certificates of training can also be helpful.

COPIES OF SPECIAL AWARDS OR HONORS OR MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS can be included as well. Documents that prove your accomplishments can often make the difference when competing for a job.

Most application forms are divided into four parts:

Part 1...Usually includes information about your name, address, phone number, etc.

Part 2...Generally refers to education and training. List all your schooling and whether or not you graduated. Most applications also ask about military service. If you have served, supply all the information requested.

Part 3...Identifies your work experience and starts with your most recent job. If you have held more than six jobs, you may wish to list only those most closely related to the job you are seeking. Describing previous (or current) duties is a chance to make the form really impressive. Employers are interested in what you do, so use action words to describe your skills. Concentrate on the skills that will interest the particular employer. Most of all, be clear and concise.

Part 4...This is a listing of persons who are willing to speak with prospective employers about your character and skills. Clergy, former employers, teachers, counselors, or friends who are in business make excellent references. Be sure to ask their permission first and, most important, be sure they have something positive to say about you. Avoid listing family members as references whenever possible.

The most common mistake on the application form is forgetting to sign your name. Most other mistakes are just as obvious and include a wrong phone number, incorrect dates, etc. So double-checking can ensure that the employer gets a positive picture of you.

STICKY QUESTIONS

Never falsify information on an application. It can backfire later. Employers are looking for the best person to hire, so don't get too excited until you understand why the question was asked.

1. *Do you own a car?*

   Perhaps they only want to know if you have transportation to work!

2. *Reason for leaving a former job or jobs.*

   Avoid terms such as fired, terminated, dissatisfied, failed, or couldn't get along. It is better to present a more positive picture — for example, company reorganized, better opportunity, career change, returned to school or relocated. If you state that you resigned, you may take some time in the interview to explain, remembering to keep these comments positive.

3. *Gaps in your work history.*

   Gaps may prevent your getting the interview unless they are made positive. Justify not working by showing that you have been involved in some meaningful activity such as travel or education. Put considerable thought into your answers, and present a positive image of your earnest desire to do a good job.

   Before submitting your application, look it over and ask questions such as, "Is it neat and clean, and free of smudges?" Are words and abbreviations spelled correctly? Is all the information accurate?"

COVER LETTERS SPARK EMPLOYERS' INTEREST

When a product is out on the market, the manufacturer usually launches an advertising campaign to encourage people to buy it. Your product is you. The cover letter or letter of application is your advertisement. It tells prospective employers why they should read the resume.

Several points should be covered in your letter:

- Why you are writing.
- Brief statement of qualifications.
- Referral to the company.
- Request for an interview.
- Thank you.

If possible, it is best to find out the name of the person who will do the hiring. Cover letters addressed to the "Personnel Department" or "To Whom It May Concern" rarely reach the right person.

The letter usually begins with a statement about *why you are writing*. This should arouse the employer's interest; and should refer to the advertisement you are responding to, or the person who told you about the job. It can also simply state a general interest in the company.

The main body of the letter should say *why you should get the job*. Don't repeat your entire resume or application, but mention the most important points. Stress your qualifications in relation to doing a good job for the prospective employer. It's best to state your qualifications in relation to how they will improve the productivity or otherwise fit into the company. Mention *the company name* and product or service.

In closing, express your desire to *provide additional information* either by letter or in person. Do not put employers on the spot by setting up an appointment.

Letters of application are frequently used to answer want ads or other job announcements. This is called a "rifle" approach since you are aiming for a specific job. It is a good idea to attach the ad to the letter so the employer will know quickly why you are writing. Refer to the ad in the letter. "I am writing in response to your advertisement in The Seattle Times last week for a machinist." Then you can briefly outline your training and work experience, especially as it relates to the particular job.

The "shotgun" letter covers a much wider territory. These are addressed to employers for whom you would like to work without knowing whether there are any job openings. The sales pitch should be stronger in this letter with a definite request for information about any current or upcoming job openings. Mail your letter so it doesn't arrive Monday morning when the employer is swamped with other work.

HELP AVAILABLE IN THE LIBRARY

Libraries in the state of Washington are designed to help people find information. The public libraries try to have something for everyone, including material on educational and training opportunities, financial aid, occupations and careers, and job seeking and keeping skills. Those not familiar with the library should be sure to talk with the librarians who will be glad to guide you through the ways of finding job and career information. Since Washington libraries share their resources through the Washington Library Network, you need not despair if you don't immediately find the title you would like. Your local library is able to borrow materials from other Washington libraries through interlibrary loan; consequently, books from throughout the state can be located for you. Usually, the bigger the library or library system, the more resources you are apt to find directly available to you. Also, your library is always getting new books, so ask if the librarian can provide any good substitutes. Many libraries have pamphlet files, newspapers, reference books, films, tapes, records and magazines in addition to books. Washington's community college and vocational school libraries frequently have excellent collections on occupations, educational and career opportunities, and financial aid.

TELEPHONE COMMUNICATION

Using the telephone can save time and money when looking for a job. You may phone an employer to ask if there are openings for a job, and what days and hours the company is interviewing applicants, if, in fact, they are hiring. However, do not expect to get a job over the phone, as you will always need to apply in person at the place where there is a job opening.

When using the telephone to ask for a job interview:

- Speak clearly and loud enough to be understood.
- Identify yourself.
- Ask to speak to the person in charge of hiring.
- Use the name of a personal reference if you have one.
- State the purpose of your call.
- Ask for an appointment for an early interview.
- Get the name of the person you are talking to.
- Say "thank you" before you say "good-bye."

STEP 5: THE JOB INTERVIEW

The employment interview is the most important part of your job hunt. Those 20 or 30 minutes may determine your future. Yet employers are constantly amazed at the number of applicants who drift into the job interviews without any preparation, and only a vague idea of where they are going or what they are doing.

BE PREPARED

If you have completed a self-assessment inventory, half the preparation for the job interview is done. Writing down pertinent information such as educational experience and career goals can help to clarify your thoughts. Bring this information, your resume and Social Security card with you to the interview. You may have to fill out a company application. Learn all you can about the company where you are going for the interview. What products or services do they provide? How do they stand in the industry? How many and what kinds of jobs are there in the company? What hiring policies do they have? Know how your education and experience will apply to their company.

Find out the exact time and place of the interview. This may sound almost too basic to mention, but it's an unfortunate applicant who assumes that the interview will be held in a certain place and then discovers two minutes before the hour that the appointment is someplace else. Write down the time of the interview and the full name and address of the company and keep the note with you. It's also important to be certain you have the interviewer's name, and find out how to pronounce it if it looks difficult.

At the interview, dress appropriately for the job. Although most employers are becoming more liberal in their standard of dress and appearance, common sense is a good guide.

Many employers do make judgments about appearance that may be a deciding factor of who to hire. Above all, it is essential to be on time because there is no excuse for being late. During the interview, your job is to conduct yourself in a confident and positive manner. Greet the interviewer by name as you enter the office, and take your cues from him or her. Shake hands firmly, but only if the interviewer makes the first gesture. Good posture and a smile help. Normally, wait until a chair is offered before you sit down and don't smoke, even if invited to do so. Never chew gum during an interview.

It's natural to be a little nervous and most interviewers understand that. Look directly at the interviewer when speaking and keep your hands still. Body language can say a lot. Practice with a friend to see what your posture and movements are saying. Squared shoulders show high energy; an unbuttoned coat indicates openness; and hands apart show relaxation. Know the message your body language is giving the interviewer.

Employers may ask about information on your application form or resume, but more important, they are interested in learning what is not on the application. Analyze your strengths and weaknesses, background, and personal aspirations and values. In other words, begin to formulate, not only what you would like to do, but also what you feel you are best prepared to do.

Always try to emphasize the positive. While past failures and shortcomings need not be volunteered, they should not be covered up or side-stepped.

Interviewers frequently allow a period of silence after a question is answered. This is mainly a stress technique to see if you will change your answer, so relax and wait for the next question.

QUESTIONS FOR THE JOB INTERVIEW

Questions you may be asked by the interviewer:

- Where did you hear about us?
- What is your background?
- What does your current job include?
- What is (or was) your best subject in school? Your worst? Your favorite?
- If you had a choice of any job, what would you choose to do? Why?
- Why do you want to work for our company?
- What are your short-term and long-term goals?
- What kind of contribution can you make to our company?
- Where do you see yourself in this company in the next five years? Ten?

Questions you may want to ask the prospective employer:

- Will you describe a typical job for me? What would the daily duties of the job be?
- Does the company have a policy of promoting from within, or do you usually look outside the company for the top jobs?
- What kind of person do you hope to hire for this job?
- What is the turnover rate (how often people leave) for this job in your company?
- How does this work area of the company fit into the company as a whole?
- What problems do you hope to have solved by the person you hire?
- What opportunities for moving up can this company offer?

Do's and don'ts for the job interview.

DO'S

- Be prepared to state your purpose when you arrive for the interview.
- Shake hands firmly, and stand until offered a chair.
- Learn the interviewer's name and use it.
- Be pleasant and friendly but businesslike.
- Ask questions — after all, you want to make sure the job is right for you.
- Be positive, stress your strong points. Be honest about your weaknesses, but don't dwell on them.
- Be prepared to state the salary you want, but not until the employer has brought up the subject.
- Tell the employer you are interested in the job and inform him/her of the qualifications you have to offer the company.
- Remember to thank the employer for interviewing you.
- If the employer does not tell you when you will hear about the job, ask when you may call to learn his/her decision.

DON'TS

- Never take anyone with you to an interview.
- Don't plead for a job or a chance.
- Never say "I'll take anything." Instead, say that you'll work hard, especially if there is a chance to move up.
- In discussing previous jobs, don't criticize former employers or co-workers.
- Don't discuss your personal, home, or money problems unless specifically asked to do so. Try to answer only items directly related to the job.
- Don't smoke, even if the interviewer does.
- Don't tell a prospective employer about other jobs you applied for but were turned down..
- Don't apologize for lack of experience or training; stress your strong points instead, such as your ability to learn quickly, assume responsibility, etc.
- Don't hang around after the interview.

EMPLOYEE AND EMPLOYER RIGHTS AND EXPECTATIONS

WHAT AN EMPLOYEE CAN EXPECT FROM AN EMPLOYER

When we talk about what an employee has a "right to expect" from an employer, we imply that our claim to anything we assert as a right is valid only so long as we perform the duties and accept the responsibilities that each right carries with it. We must also remember that there is no one answer to what is right, or even to what is a right. There are varying degrees of being right; and often the time, place, and circumstances have much to do with what one may expect as a right. All employees should perform their duties and discharge their responsibilities in such a manner that they need never feel that the "rights" mentioned are too much to expect.

Most of us have to "break-in" on a new job. If the break-in period is well handled, the new person usually becomes a valuable employee. If it is handled poorly, the new employee may become very dissatisfied and possibly quit.

Here are some of the "rights" we can expect during an induction or breaking-in period.

The employee should:

- be told the rules
- meet fellow workers
- be taught how to do required work
- be told about changes that will affect the employee

Employees have the right to expect honesty and loyalty from their employer. Employers know that they must be honest in dealing with customers and other firms if they are to be respected. They must also be honest with their employees if they are to keep the employees' respect. This is especially true in such matters as rates of pay, hours of work, amount of work expected, and reasons for rules and disciplinary measures.

Employees like to feel that their boss is "for" them. This is what loyalty really means. It does not mean that poor work will be accepted or that mistakes will be overlooked. It means that in spite of occasional differences of opinion, people are "for" each other — that they are willing to meet each other halfway in an effort to get things done, and that underneath any surface difficulties there is a feeling of confidence and respect. Loyalty is a two-way path on which employer and employee should meet.

An employee has a right to be treated as an individual. More and more employers are realizing that employees on the job cannot completely separate themselves from their homes and personal lives. While happenings outside the work situation should be kept in the background as much as possible, they do affect our work. We all want to be recognized as human beings and treated as such, for it is only then that we can and will do our best work.

It is often necessary for a boss to give criticism. Employees should realize this, expect it, and take it with good grace. However, an employee has a right to expect that the criticism will be given in a courteous, helpful manner, and in private. The only acceptable purpose of criticism is to make people want to improve their work and to show them how to do it. Criticism should never be used to belittle or humiliate anyone.

An employee has a right to know how he or she is getting along on the job. Employees want to know from time to time how they are doing on the job. They want to know how they stand with the boss. Most employees not only want their work to be satisfactory, they want to know whether or not it is. Lack of criticism is not an adequate indication of approval.

EMPLOYEE AND EMPLOYER RIGHTS AND EXPECTATIONS

WHAT AN EMPLOYER HAS A RIGHT TO EXPECT FROM AN EMPLOYEE

We have already talked about the relationship between rights and duties. From the employee's point of view, their rights become the duties of the employer. From the employer's point of view, the things they feel they have a right to expect from their employees become their duties. One of the hardest problems in personnel management is for the employer and employee to agree as to just what rights will be recognized and just what duties will be accepted on both sides. Listed here are some of the characteristics and attitudes which most employers think they have a right to expect on the part of their employees.

Honesty. Honesty means more than just not taking things which do not belong to you. It means giving a fair day's work for a fair day's pay; it means carrying out your side of the bargain; it means that words convey true meanings and actual happenings. Our thoughts as well as our actions should be honest. An employer will do much to keep an employee who is strictly honest.

Loyalty. Employers feel that they too have a right to expect their employees to be "for" them — to keep their interests in mind, to speak well of them to others, to keep any minor troubles strictly within the crew or job, and to keep absolutely confidential matters that pertain to the business. Both employers and employees should keep in mind that loyalty is not something to be demanded; it is rather something to be deserved.

Willingness to learn. Every office and plant has its own way of doing things. Employers expect their employees to be willing to learn these ways. It may be, for example, that the way things are done in an actual work situation are quite different from what has been taught previously. It is often the case that employees resent having to accept improvements because of the retraining that is involved. However, the employers will no doubt think they have a right to expect their employees to be willing to put forth the necessary effort. Methods must be kept up to date in order to meet competition and at the same time to show a profit. It is this profit that interests the owner in continuing in business and which provides jobs for employees. Keeping up to date means profits to the employer, and profits mean jobs for workers.

Willingness to take responsibility. Most employers expect their employees to see what needs to be done, then go ahead and do it.

Ability to get along with people. This is perhaps the most highly-prized of all the desirable employee traits. To some, the ability to get along well with people seems to come as a gift; to others it comes only as a result of painstaking thought and training. In order to acquire this ability, one must learn to think of people as individuals, to be able at times to put one's self in another person's place, and to want sincerely to get along with others. Once acquired, the ability to get along with people pays big dividends in friendships, popularity, and profits. Employers are always appreciative of the employee who is "easy to get along with."

Willingness to cooperate. "Cooperate" means "work together." In our modern business world, cooperation is the keynote to getting things done. It is impossible to "live alone and like it."

Rules and regulations. Not even two people can work together well unless there is some understanding as to what work shall be done, when it shall be done, and who shall do it. Rules and regulations are a necessity in any work situation, and should be so considered by all employees.

Tardiness and Absenteeism. Tardiness means being late to work, and absenteeism means being off the job for one reason or another. Both are poor work habits and lead to reduced production.

If you were paying someone to work for you, you would probably want that person to get there right on the dot. The habit of being late is another one of those things which stand in the way of promotion.

It is sometimes necessary to take time off from work. Again, there is a principle involved. The person who hires us has a right to expect us to be on the job unless there is some very good reason for staying away. If you find it necessary to stay home, then at least phone so that the boss will know that he cannot count on your being there that day. Time and again employees have remained home without sending any word whatever to the employer. This is about the worst possible way to handle the matter. It leaves those at work uncertain as to what to expect. They have no way of knowing whether you have merely been held up and will be in later or whether immediate steps should be taken to assign your work to someone else. Courtesy alone demands that you let the boss know if you cannot come to work.

The largest proportion of tardiness and absenteeism is caused by a comparatively small proportion of all employees. This means that those workers who are late for work often and absent on the slightest provocation are really a small part of the total working force.

AND FINALLY ...

IF YOU DON'T GET A JOB

Don't give up. Go back to your job file. Remember — a person who knows how to conduct a job search will eventually be successful. As a general rule, it takes five solid job interviews for every good job offer.

If you can, ask your interviewer what you could have done to make your interview any better. Use this information to improve your next interview.

HANDLING REJECTION SHOCK

"Rejection Shock" may occur when you keep getting turned down for jobs for which you feel well-qualified. It can make you feel depressed and inadequate. Unless you are one of the few persons who gets the first job he or she goes after, almost everyone at some point faces rejection shock. Remember, although you may have been qualified, you may have lost the job to a more experienced person. For example, college students often have an advantage in getting summer jobs.

IF YOU DO GET A JOB

Getting the job is just the first step — keeping the job is the real test. The importance of getting started on the right foot cannot be over emphasized. Learn what the employer expects from you and understand the company policies. Here are some ways to help you keep your job:

- Cooperate to get a task done.
- Be punctual. Being on time every day counts.
- Be willing to learn from others by trying out other workers' suggestions.
- Be willing to compromise.
- Do your share of the work.
- Be polite and friendly — good manners cost nothing, but will gain you a lot of respect.
- Help make your work place a pleasant environment. Avoid gossiping, taking sides, complaining, and questioning the way everything is done.
- Be sensitive to the feelings of others.
- Give help when needed.
- Be honest — if you make a mistake, admit it and try harder. Don't make excuses.
- Be flexible.
- Know the work rules.

Many workers discover that their first job is not as exciting as they thought it might be. Keeping a positive attitude and improving your skills will prepare you for more challenging work in the future.

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